

EVENT CLEAN UP

Check List

THE PROPERTY IS TO BE RETURNED TO THE WAY IT WAS FOUND

EXPO HALL

- Tables and chairs: folded and returned neatly to storage room(Expo Hall)
- Remove all decorations and personal belongings
- Clean kitchen:
 - Sinks rinsed out, no food trash left behind
 - all left over food removed from refrigerator and building
 - ALL trash placed in dumpster as shown below
 - Brooms/Rakes/Trash bags available in hall closet
 - Rake the grass at the entrance of the Expo Hall for confetti, bottle caps, small trash
 - DUMPSTER A trash wagon is provided outside the kitchen door (stays outside) to carry trash to the dumpster.

PAVILION 1, 2 & Tilton Arena

- Remove all items that you have rented or brought with you.
- Pick up all trash. If your guests have wandered into other areas of the fairgrounds, please pick up all of their trash.
- Empty all the trash cans
- Sweep the concrete floor, Rake the dirt floor
- Rake the grass around the concrete pad to pick up bottle caps, confetti and small wrappers
- Brooms/Rakes/Bags available on backside of restroom building
- Bring extra trash bags with you. The trash cans that the fair provides require a 45 gallon trash can liner or larger.

Bathrooms: PLEASE tell your guests to flush used toilet paper down the toilet. Do NOT use waste cans for used toilet paper.

I have read the above check list _____ initial _____ date

Restrooms

- The Fairgrounds will provide clean and stocked (toilet paper, hand soap, hand dryer, trash cans) restrooms for your event
- As the renter, you are responsible for removing all of the trash from the restrooms upon completion of your event

DUMPSTER AND TRASH

- **DO NOT OVERFILL** the dumpster (lids must be able to close)
 - If you have too much trash, store the extra bags on the utility trailer next to fence.
 - **DO NOT LEAVE BAGS ON THE GROUND!** All trash must be placed in a trash bag and in the dumpster.
 - IF you have more trash than the dumpster will hold. Please place the trash on the utility trailer or take it with you.
 - Trash bags left on the utility trailer will result in an additional trash pick up fee of **\$150.00**.
 - IF you leave trash bags on the ground you will forfeit your deposit.
 - **LAWN:** the fair supplies rakes for cleaning up the grass area around the pavilions

DO Close the Lids



Do NOT over fill!



Extra bags on utility trailer



Turn OFF all the lights

Lock all the DOORS

Lock the GATE

I have read the above check list _____ initial _____ date