

Cleaning Checklist

A **\$1,000.00** cleaning/damage deposit is due with all other rental fees. Return of this deposit will be made the following business day after your event. The deposit must be returned to either the Tenant or a pre-designated person authorized by the Tenant.

Any cost of extra cleaning of the facilities and furnishings, both inside and outside, or damage to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeiture of the deposit. Ultimately, the final decision as to the refunding of any portion of the cleaning/damage deposit shall be at the sole discretion of WNC Agricultural Center management. Additionally, the Tenant will be billed for any damages not covered by the deposit.

Cleaning Checklist

- The location and method of installation of any special decorations or signs must be approved by WNC Ag Center management prior to installation.
- All decorations must be removed.
- All tables and chairs must be wiped clean.
- All trash must be bagged and placed in the dumpster.
- All kitchen appliances must be wiped clean and turned off.
- All sinks must be scrubbed, and all drains cleaned.
- All food must be removed from the oven and refrigerator.
- All counter tops (kitchen, lobby, restrooms) must be cleaned.
- Floors must be broom swept and mopped clean.
- All spills must be cleaned up.
- Bathroom floors must be swept. Any spills must be cleaned up. Any excess trash must be disposed of properly.
- All debris/trash around the exterior of the building, including walkways and planted areas, must be disposed of properly.
- Only painters/gaffers' tape may be used inside or outside our facilities. The use of any other form of tape or adhesive material, thumb tacks or nails, will subject the Tenant to a \$500.00 repair fee, per occurrence.
- The use of any form of confetti and/or glitter is not permitted inside WNC Agricultural Center facilities.
- No smoke/fog machines are allowed.

Tenant

Date

By signing this document, the Lessee signifies they have read, understand, and agree to the terms and conditions in their entirety.