

How to get Your Deposit Back

Have I remembered to . . .

INSIDE

- Wipe down all tables and chairs, remove tape from underneath tables
- Put all tables away (where they were taken from and stacked according to posted diagrams)
- Vacuum all used areas with carpet, sweep those without.
DO NOT vacuum old house rugs.
***Carpet stains assessed on a case-by-case basis**
- Remove all decorations
- Remove all trash bags from containers and throw them in large dumpster, recycling in blue bins, and glass in yellow crate
- Check for clothing, coat hangers and trash in the bathroom.
- Close all blinds/ shades
- Check stereo area and turn off.
- Put everything back in its place
- Linens in bags by door.
- Walk around with Gentle House Representative before leaving**

KITCHEN

- Wipe out microwaves, countertops, refrigerator, and cupboard fronts.
- Wipe down any spills on cabinets or walls.
- Clean food out of sink and run disposal.
- Run any dishes used through dishwasher, (if more than one load is needed do one load and rinse the rest).
- Damp mop any spills on floor.
- Clean coffee pot, remove filter, run through dishwasher
- Remove all leftover food from oven and refrigerator

- Any cardboard boxes need to be broken down and placed in the blue Recycling bin.
- Clean both utility carts.

OUTSIDE

- Remove all forms of fasteners from gazebo.
- Keep doors closed to control heating/cooling and discourage bugs from coming inside.
- Pick up leftover decorations.
- Collect all signage from roads.
- Check that all windows and blinds are closed with lights turned off.
***Plant damage assessed on case-by-case basis**

RULES AND REGULATIONS

- Outside music must be turned down at 9:00pm, turned off by 10:00pm, all music must be turned off by 11:00pm.
- No lit candles, or open-flamed accessories are permitted indoors.
- No furniture is to be set up to block any exits.
- Please do not move Piano or furniture in the parlor, historic kitchen or dining room.
- Bubble machines or blowing bubbles of any kind are not permitted inside.
- One drink an hour for alcoholic beverages (including champagne), all of which must be served by an O.L.C.C. server.

Event Date and Name

- We have mutually agreed that the closing tasks have been completed:

GH Staff

Client