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)
☐ Vacuum all used areas with carpet, sweep those without
☐ 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.
☐ Please put everything back in its’ place
☐ Linens in bags by door.
☐ Walk around with Gentle House Representative before exiting the venue.

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 just do one load).
☐ Damp mop any spills on floor.
☐ Clean coffee pot, remove filter, sterilize (run through dishwasher).
☐ Remove all leftover food from oven and refrigerator.
☐ Any cardboard boxes need to be broken down and placed in the 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 and cigarettes.
☐ Collect all signage from roads.
☐ Check that all windows and blinds are closed with lights turned off.

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, cigarettes, 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.
☐ Suggested one drink an hour for alcoholic beverages (including champagne), all of which must be served by an O.L.C.C. server.
☐ Please read through this checklist carefully, it is provided to ensure that your entire damage/ security deposit will be returned to you.