

# Holbrook Clean Up Procedures

EVENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_ Pick up any items (paper, food, confetti, rose petals etc) on patio, carpet and or dance floor. Advise Holbrook staff of any spills/stains. Put away ALL tables and chairs, in closets provided.

\_\_\_ Mop kitchen (mop, bucket, & soap provided) Mop must be rinsed & buckets emptied, then stored properly.

\_\_\_ Remove all catering equipment, food, beverages from refrigerator, sinks, and counters.

\_\_\_ Wipe down all counters, shelves, stove with cleaner.

\_\_\_ If oven was used clean any spills inside oven.

\_\_\_ Put all trash/recycling in appropriate trash containers, or take garbage away with you.

\_\_\_ Pick up any garbage, cigarette butts, etc on ALL patio areas.

\_\_\_ Check all outside areas, bathrooms and brides room for equipment, glassware, plate ware etc. Holbrook is not responsible for anything that is left behind.

\_\_\_ Do not dump ice or slush buckets on grass area or flower beds. Use drain in sink or \_\_\_\_\_.

\_\_\_ If using charcoal DO NOT dump it anywhere on the grounds. Coals to be placed in proper receptacles, cooled to the touch and taken away (with caterer).

\_\_\_ Return any cleaning equipment to Holbrook.

\_\_\_ Clean up must be complete by \_\_\_

\_\_\_ Check out with Holbrook staff on duty. Call staff member when all tasks are complete. \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

FAILURE TO COMPLETE ALL TASKS MAY RESULT IN FORTITURE OF SECURITY DEPOSIT.

FACILITIES PHONE NUMBER \_\_\_\_\_