



The following is a list of items that must be completed to have your deposit of \$500 returned. All items on this list must be completed in full subject to the discretion of The Barn staff. To optimize your time at The Barn, it is recommended that you assign these duties.

Cleaning Checklist - all cleaning supplies will be found in the cleaning closet in the kitchen.

The Bridal Suite:

- All items removed from mini fridge
- All trash in trash cans
- Report ANY damage immediately to venue manager.
- Make sure the remote for the HVAC unit is left on the coffee table - a \$100 fee will be deducted from damage deposit for each missing remote
- Makeup counter and bathroom vanities need to be checked for any spills, stains, mess of any kind and cleaned up before leaving.
- Any spills or messes on floor or surfaces should be cleaned up

The Grooms Room:

- All items removed from mini fridge
- All trash in trash cans
- Report ANY damage immediately to venue manager.
- Make sure the remotes for the TV and HVAC unit are left on the coffee table - a \$100 fee will be deducted from damage deposit for each missing remote
- Any spills or messes on floor or surfaces should be cleaned up

The Kitchen and Bar area: (Your caterer/bartender should be completing these items but if they fail to, they would become your responsibility)

- Surfaces wiped and have no remnants of caterers and personal items.
- All trash must be in trash cans.
- Floors swept/mopped of any messes
- The refrigerator, drink cooler and freezer must be clean and free of all personal items.

- Any trash or spills must be cleaned up on the patios
- All trash must be picked up around entire building outside and in.
- The bathrooms must have no trash on the floor, no bodily fluids and all personal items removed
- All personal items including those from your vendors must be removed by the time you leave.
- Any items used from the decor closet must be returned to its original place, and in the same condition borrowed. If anything is broken please communicate with the on-site manager and return the broken item to them and NOT back in the closet.
- All tables used need to be wiped clean with cleaner
- All chairs need to be stacked in twos on top of tables
- Signature for venue staff upon checkout: _____



Kitchen Cleaning Duty for Caterer:

- Remove all trash from kitchen and replace cans with new bags
- Wipe all surfaces and tables used
- Sweep floor of any remnants of food or trash
- Spot mop any spills
- Remove all items you brought in
- The kitchen/bar area should be left as clean as they were found prior to start of event.

Bar Cleaning Duty for Bartender:

- Remove all trash from bar area and replace cans with new bags
- Wipe down all surfaces of bar area
- Sweep floor of bar area
- Spot mop any spills or stickiness
- The kitchen/bar area should be left as clean as they were found prior to start of event.

