

# POSH VENUE

## \*\*\*\*CLEANING Instructions\*\*\*\*

**\*\*Please complete ALL of the following steps to avoid being charged the cleaning fee of \$200.\*\***

The cost for cleaning is \$200. If you choose to clean yourself, the cleaning guidelines **must** be followed or the deposit will be withheld.

Do not put dirty plates or food directly in the trash bin inside or outside. .ALL trash should be bagged and placed IN the large bin on the side of the building. If you drop trash, party supplies, etc. outside of the building, please pick it up.

Please inform your guests of this policy or have a dedicated cleaning person. Failure to follow this rule requires our staff (or other businesses) to clean behind you. **If that happens, the deposit WILL BE HELD for cleaning. No discussion.**

Contact Valerie with any questions or concerns.

Thanks!

\*\*\*SEE NEXT PAGE\*\*\*\*

## Cleaning Checklist

1. Turn the air conditioner system OFF \_\_\_\_\_.
2. Take out all of your decorations, food, and trash and place it in the LARGE dumpster on the SIDE of the building. \_\_\_\_\_
3. Clean microwave and fridge if they are used. \_\_\_\_\_
4. Wipe kitchenette counters with disinfectant. \_\_\_\_\_
5. Take linens OFF table and chairs and place linens in the bag/container provided. Place decorations in the back room. \_\_\_\_\_ .
6. Wipe tables with disinfectant. **\*\*Fold tables and NEATLY place against the wall in back room (kitchenette).\*\*** \_\_\_\_\_ .
6. Fold & place chairs in the kitchenette NEATLY.
7. Sweep the floor. \_\_\_\_\_
8. Mop any wet or sticky substances from floor. DO NOT ALLOW wet stains to remain on the wood; it can damage it. \_\_\_\_\_
9. Turn off the chandelier AND the light switch (both up front by the door). Turn off chandeliers in kitchenette area (immediately to the left). The light in the backroom closet does not go off \_\_\_\_\_.
10. Lock the door by using key in the lock box. The code will be provided. \_\_\_\_\_

**Call Valerie at 770-322-4994 with any questions during your event.**