

Banquet Room Checklist

Date: ___/___/___

Name: _____

All rentals are responsible for reviewing the checklist below. 30 minutes after the completion of your rental, our Housekeeping department will be going through your rental with the following checklist. You do not need to be present for this inspection. If any of the below is not completed, then a portion (determined by our General Manager) of your damages deposit will be deducted and you will be informed of the amount. If you see any damages or problems with the room upon arrival, please make the front desk aware and they will inform our Lifestyle Director.

- All trash is removed from the tables, furniture, counters and floors and placed in banquet room receptacles
- If trash was overflowing prior to this inspection, front desk has been informed
- Tables and counters are wiped down with rag and cleaning spray located in the cabinet labeled "cleaning."
- All décor has been removed from walls, windows, tables, counters, and floor without damage occurring
- Floors have minimal wear and no visible spills are present
- All lights have been turned off upon exiting the room.

Dept. Signature: _____