

Please use this checklist after an event to be sure all necessary cleanup has been completed. If you have questions during set up or take down, please contact Misty Fant @ 864-804-7148 Thanks!

SET UP CHECKLIST:

To unlock the venue doors, look in the window seal (could be any) for the black Allen wrench & insert it into the hole on the black bar on the door.

CLEANING CHECKLIST:

Floors have been vacuumed or swept and mopped as needed. You can find the Dyson vacuum in the kitchen and broom with dustpan in the closet across from the restrooms.

Make sure all Tables & chairs have been wiped down if needed. Any chairs, tables and furnishings that were moved have been put back where they belong. You can leave up tables & chairs for the next renters. **DO NOT BREAK DOWN TABLES AND CHAIRS.**

Trash is picked up and thrown away (including restrooms). All trash is to be thrown in the green dumpster located in back parking lot of venue. No trash cans are to be left full. When replacing trash bags into the trash cans, double bag them for any leaks. Replace all trash cans with the right size trash bags. Trash bags can be found in the kitchen under the sink or in the cleaning closet across from the restrooms.

Renter is to wipe down bathroom counters and all make sure toilets have been flushed.

Any dishes/utensils used are washed, dried, and put away. No food or drinks left in the refrigerator.

Make sure all articles not belonging to the venue have NOT been left behind. We are NOT responsible for lost items for renters or guest.

All rooms are closed properly (lights are off and doors are locked).

(Initial)____ Make sure all blinds in the windows & windows in the doors are not broken or torn. You will be responsible for any damages. If you notice any damages, contact Misty with a picture and text.

(Initial)____ If renter uses the projector: Noone is to yank or pull on the projector screen. YOU are to ONLY use the remote control for the projector. If you have any issues with the projector not working you must call Misty immediately. Renter must be trained on how to use the projector before event. Any damages done to the projector; renter will be responsible.

(Initial)____ If renter uses the Surround sound system during an event, you must be shown how to use it and how to connect it to you Bluetooth on your phone. Any damages renter; will be responsible.

LOCKUP CHECKLIST:

All rooms and building exits have been locked. All lights in building are turned off. Put the Allen wrench back in the window seal. BEFORE leaving triple check that all doors are locked.

ALCOHOLIC BEVERAGE POLICY:

(Initial)____ If CLIENT desires to have alcoholic beverages at event the following requirements must be strictly complied with:

- (1) Beer and wine may be served at your event but NO liquor can be served at your event or consumed inside or outside of the Venue.
- (2) DEC will NOT provide the beer and wine for the event nor will DEC serve beer and wine at the event.
- (3) If beer and wine is served at the event, the CLIENT is responsible for providing someone to serve the beer and wine and the CLIENT is responsible for assuring all laws regarding alcoholic beverages are observed and will not permit any violations of law concerning drugs and alcohol. We do not provide wine or beer cups/glasses or corkscrews,

- (4) CLIENT shall ensure that alcohol is not served to anyone under the age of 21.
- (5) CLIENT shall not allow any persons impaired or under the influence of alcohol to operate any motor vehicles.
- (6) CLIENT agrees that NO alcoholic beverages will be sold at the Venue.
- (7) CLIENT will be responsible to ensure that no obviously intoxicated persons are served alcoholic beverages.
- (8) CLIENT agrees to indemnify and hold Duncan Event center and its employees and staff harmless from any and all liability damages, costs, expenses, and attorney fees resulting from the violation of any of the above requirements of resulting from the consumption of alcoholic beverages on the Venue.

SECURITY:

- (9) If beer and wine is served or consumed at your event DEC will require a Duncan police officer to be present at the event until it is OVER. DEC will arrange for the police officer for the rate of \$35.00 per hour. The fee will be added to your final invoice. If event has more than 100 guest, you will need to hire another police officer.

Renter signature that you have read, reviewed and understand the above terms when renting the Duncan Event Center _____