

## PARTY RENTAL CHECKLIST FOR SECURITY DEPOSIT

HOST NAME: \_\_\_\_\_

PARTY DATE \_\_\_\_\_

### Host Must

	Verify table/chair count. Put away all tables and chairs, make sure to remove table covers and tape.
	Portable stage put away (if used)
	All floors swept (pavilion, kitchen, program room)
	Clean and wipe down kitchen, including any spillage on stove, counters oven, refrigerator, sinks and microwave.
	Clear out and check for items left in refrigerator, oven and microwave
	Remove all decorations/banner/balloons, along with any tape used
	All trash thrown away in bin or trash receptacle, make sure lid is closed properly. Lid must be able to close flat.

### Assessment/Deductions of at least \$50 for each of the following:

	Excessive trash, cigarette butts, litter, bottles, cans, etc. left around facilities including field and/or outside sidewalk.
	Damage to walls, floor, ceilings, windows, doors, tables, chairs, etc. outside of normal use
	Failure to abide by safety and security warnings by party facilitator
	Any physical or verbal conflict with staff, visitors, other users, or neighbors
	Illegal parking or parking in loading zone after unloading
	Failure to vacate facility in a timely manner as set by the contract

### Assessments/Deductions of at least \$75 for each of the following:

	Failure to clean facility (kitchen, tables, chairs, appliances, and grounds) as rented
	Replacement of damaged or broken tables and chairs (no deduction for normal wear and tear)
	Plugged toilets due to misuse, soiled walls and sidewalks, graffiti, or dangerous or unsanitary use of facilities.
	After third warning given by party facilitator regarding safety or security rules.
	Any occurrence that results in the need for police or fire department resulting from misuse of facility, excessive noise complaints etc. (excludes medical emergency)

### Full deposit forfeited and/or possible shut down of party in the event of :

	Any theft of equipment, furniture or materials.
	Severe or excessive damage to walls, floors, ceiling, windows, doors, fixtures, tables, chairs, toilet, sinks, equipment or grounds outside of normal use.
	Excessive damage as a result of altercation, vandalism, flood or fire due to misuse
	Sub-leasing of facilities or change of scheduled activity without authorization
	Severe conflict or disruptive activities with staff, users, visitors, or neighbors.
	Drinking of alcoholic beverage in the facility or the outside surrounding property line
	Guest count over allowable max capacity. Party may be shut down, no refund will be given and security deposit will be forfeited in full.

**\* Other deductions may occur if any other terms, as stated in the contract, are not followed**

Party Rental User signature \_\_\_\_\_ Date \_\_\_\_\_

Party Facilitator signature \_\_\_\_\_ Date \_\_\_\_\_