



## Conditions and checklist for return of deposit for Preservation Hall

- Floors swept clean. Do not mop.
- Food removed from refrigerator and freezer and spills cleaned up.
- Microwaves and warming unit cleaned and wiped out.
- Trash placed in receptacles in rear hall.
- Tables and chairs cleaned and wiped off.
- Restrooms picked up.
- Facility returned to the Town in the same condition renter received it.
- Keys returned to Clerk-Treasurer's office within two (2) working days following rental.
- Completed and signed checklist returned to Clerk-Treasurer's office.

### **Facility must be cleaned and vacated by 3:00 AM day after rental.**

Cleaning supplies, trash bags, paper towels, and toilet tissue are located in kitchen.

Nothing shall be affixed to the walls or ceilings (no tape, thumbtacks, nails, screws, pins, etc.).

Facility will be inspected by the Town before deposit returned. This checklist must be completed and returned to the Clerk-Treasurer's office. Deposit will be released within thirty (30) days following rental.

### **Preservation Hall is a smoke free facility.**

**Renter's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Emergency contact information: Town Manager Cynthia E. Burger @ 812.480.2779**