

## TRASH

All trashcans must be pulled & consolidated outdoors. For Lodging & Hosting spaces. Trash on the 3rd & 4th floor must be brought to the 2nd floor front door, and placed outside. 1st floor trash can be placed outside the Tavern or outside the Ballroom.

## PICK-UP

Do not leave any food behind in the fridges. If it is un-opened product we will donate it to the fire department. If it is pre-cooked or open product it must be thrown away or taken with you at checkout.

Decorations & florals must be taken down. If you are donating your decorations, this has to be stated PRIOR to check-out or items must be placed in the Donation Closet

Scrape food into the trash from each dish, and place dishes in the sink or dishwasher.

## RELOCATION OF FURNITURE

If furniture was moved for photos etc. it must be put back in the original location. This does not include the 100 chairs, 16 pews, 22 round tables, 8 rectangle tables or 16 bistro tables. If furniture is not placed back in original location prior to check-in, there will be a fine of \$200 held from the security deposit.

## NOT REQUIRED

Please do not strip beds or start a load of towels (this is how we do our linen inspection). Remember to pull trash from lodging spaces and bring to an outside location on the 1st or 2nd floor.

## DOUBLE CHECK!

We recommend taking an extra walk through the venue prior to your exit! Double check for any belongings - if housekeeping does locate any items, it will be placed in a locked closet and your host will contact you.