

***The Venue* at Forrest Pond Lodge Check-Out List**

- [] Remove all food items from refrigerator and cabinets.**
- [] Wipe down kitchen counters and any tables as needed.**
- [] Fold & place all chairs on tables.**
- [] Sweep entire floor. Push brooms in the closet.**
- [] ALL TRASH MUST BE BAGGED and placed in downstairs storage room's dumpsters. If possible, carry tied trash bags inside trashcans to the dumpsters to prevent leaks on floor.**
- [] Turn off fireplace. Replace remote control on interior cabinet door above stove.**
- [] Turn thermostat 80 degrees/Summer or 65 degrees/Winter.**
- [] Turn off lights & appliances.**
- [] Replace and wipe down wooden tables and benches.**
- [] Decorations must be completely removed from all areas.**
- [] Remove & bag all trash on porches, pavilion, fire pit area, patio area, lawn & parking area.**
- [] Lock doors upstairs including bridal/groom suites' exterior doors.**
- [] Rentals are to be placed under venue & picked up Mondays between 7am-noon.**
- [] Leave the key (*if one was provided*) on a kitchen counter and lock driveway gate at departure.**

****Unbagged trash and extended cleaning time will result in an additional charge of \$100 per hour deducted from client's security deposit.***