

## Venue 310 Cleaning List

\_\_\_ Wipe down all tables. Peroxide spray or Lysol is under the kitchen sink. Leave the wooden tables out, the gray ones can be folded up and put in the storage room.

\_\_\_ Check all chairs for spills or food remnants (We don't want to find moldy cake a week later). Stack them 5 high and place them in the storage room where you found them.

\_\_\_ Clean sinks, counters, stovetop, & bathrooms. There is Lysol or peroxide spray available under the kitchen sink.

\_\_\_ Sweep Floors. Try to leave it clean for the next rental. Brooms are in the utility closet near the kitchen. Please wipe up any spills on the floor. There's a green dry mop and Bona Spray in the utility closet if the whole floor needs mopped.

\_\_\_ Bag up your kitchen, bathroom, and other trash. Please replace them with new ones. Place the bags by the exterior door near the kitchen. Extra bags are under the kitchen sink. Please replace them with new ones.

\_\_\_ If you use the venue's tablecloths, mop pads, or towels, please place them in the laundry basket in the utility closet near the kitchen.

\_\_\_ Load dishwasher, **do not start it**. Hand wash any items that are too large or are not dishwasher safe. Put away all dishes & equipment (except those being washed in the dishwasher).

\_\_\_ Remove all of your own items from the refrigerator; leave what you found there when you arrived please.

\_\_\_ Inspect for any damage, obvious marks on walls, etc. Mention them to the venue rental person when you return the key.

\_\_\_ Make sure all doors are locked and place Key in the mailbox out front.

If you want to use or leave any decorations you are welcome to. Let others know to check the bottom of decorations when cleaning up. Ours will say "310" on the bottom. Decoration Bins have color and theme labels, you can also leave the decorations in the closet under the loft or on a table and I will find a home for them.

**If these items are not completed, you will be billed a \$40 Cleaning Service Fee.**  
If you have paid the \$40 Cleaning Service Fee Please take your personal items with you.

## Useful Info For Venue 310

You can move the wooden tables but cannot fold them up. Please lift them to move them, pushing them can make them collapse and will scuff the floor.

Please only use Command strips and hooks or painters tape on the walls. Other tape causes damage to the walls.

Enter and Exit at the front of the building. There is an Emergency Exit on the north side of the building, near the kitchen. The yard is off limits.

A First Aid Kit is under the kitchen sink and on the wall in the kitchen.

Fire Extinguishers are in the kitchen and on the walls in the front of the building.

On weeknights and weekends there is adequate street parking. There is also parking in the back of the building, parking in rows going east and west will allow the most vehicles.

One restroom is in the front or "big room", the second is down the hall from the kitchen.

Behind the bar like structure at the front of the venue there is a kids area, if you don't need this area you can put the items in the storage room, please put them back when you leave.

The outlets are childproof, to plug in a item, use the prongs slide the guard over and plug in your cord.

There are serving trays, a punch bowl with cups, stemless wine glasses, and other serving items that you are welcome to use in the kitchen. Please make sure they are clean before use. When you are done with them please clean them for the next person.

A stereo with speakers is available. You can bring your playlist on a USB or an auxiliary cord is there for phone use.

For safety reasons we would rather you not use real candles aside from birthday cakes. We have some battery operated tea lights you can borrow. Dollar Tree also has more battery operated candles available.

816-724-3728 is our phone # if you need help with something.

We hope you have a great time!  
-Emelia Assel  
Venue 310 Owner