



Venue 310 Cleaning List



Lysol Spray and Paper Towels are in the cleaning closet and under the kitchen sink.

___ **Tables** Spray and Wipe down all tables. Leave the wooden tables out, the gray ones can be folded up and put in the storage room.

___ **Chairs** Check all chairs for spills or food remnants (We don't want to find moldy food). Stack chairs 6 high and place them in the storage room or where you found them.

___ **Floors** Brooms are in the cleaning closet. Please wipe up any spills on the floor. If the whole floor needs mopped, there's a green dry mop and Bona Spray in the cleaning closet.

___ **Kitchen** Clean sinks, counters, stovetop, and fridge.

___ **Dishwasher** Load it but **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 hand washed in the dishwasher).

___ **Fridge** Remove all of your own items from the refrigerator; leave what you found there when you arrived please.

___ **Bathrooms** Clean sinks, counters, stovetop, & bathrooms. There is Lysol spray available under the kitchen sink and in the cleaning closet. Alos

___ **Trash** Place trash bags by the exterior door near the kitchen or in the trash cans in the side yard.. Extra trash bags are in the cleaning closet and under the kitchen sink.

___ **Laundry** If you use the venue's tablecloths, mop pads, or towels, please place them in the laundry basket in the cleaning closet or in the kitchen.

___ **Walls** Inspect for any damage, obvious marks on walls, etc. Let us know if you find any.

___ **Doors** Make sure all doors are locked and place Key in the mailbox out front.

___ **Decorations** 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 Cleaning Service Fee.

Cleaning Service Fee is **\$50** Building only or **\$75** Yard & Building
Please notify us if you want to add the cleaning service.



Useful Info For Venue 310



Wood Tables

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.

Walls

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

Exits

Enter and Exit at the front of the building. There is an Emergency Exit on the north side of the building, near the kitchen. Unless you rented the side yard, in which case you have the side doors and yard gates to enter and exit from.

First Aid

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

Fire Extinguishers

Locations are in the kitchen, in the storage room, and on the wall in the north hallway of the building.

Parking

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.

Restrooms

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

Kids Area

Behind the bar 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.

Electrical Outlets

Several of the outlets are childproof. To plug in an item, use the prongs, slide the guard over and plug in your cord.

Kitchen Utensils

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

Stereo

A small stereo is available. You can bring your playlist on a USB or you can use an auxiliary to connect your phone.

Please contact us with any questions and concerns!

We hope you have a great time!

- Venue 310 -

Call or Text 816-724-3728