

DAMAGE AND HALL KEY DEPOSIT CHECKLIST

RENTERS OF LUMSDEN CENTENNIAL HALL

A \$500.00 damage and key deposit must be paid when the keys are picked up. This deposit will be refunded, provided all of the following conditions have been met:

- There has been no damage to the hall or its contents.
- There is no excessive or unusual clean up required by the caretaker.
- No damage done in any of the washrooms.
- Make sure basement kitchen has been cleaned. Make sure dishwasher has been drained & cleaned; fridge has been cleaned and door left open.
- Bar Freezer unplugged, cleaned and door left open.
- Serving kitchen upstairs is clean. All dishes washed. Drains Cleaned.
- All food has been removed from premises.
- No scuff marks on floor.
- All chairs are stacked and placed 4 high, two rows deep upstairs (as found).
- Tables have been washed and stacked and put away as originally found.
- All bottles are bagged and placed in the recycle bin located outside & across the alley.
- All garbage is bagged and removed from premises and placed in garbage bins located outside & across the alley.
- All decorations are removed (no putty, nails or screws have been used on the walls).
- P.A. system (as applicable) is turned off and secured.
- Air Conditioning should be shut off.
- No cigarette butts on the premises (\$50 fee if clean up is required).
- All exit doors and main doors have been locked.
- The key is returned to the town office Sunday at noon in drop slot.