VILLAGE OF radium hot springs

RADIUM HOT SPRINGS CENTRE
POST EVENT CLEANING AND SECURITY DEPOSIT REFUND REQUIREMENTS

KITCHEN

- ✓ REMOVE ALL FOOD AND BEVERAGES FROM FRIDGE AND/OR FREEZER;
- ✓ USING THE COMMERCIAL DISHWASHER, WASH ALL DISHWARE, GLASSES AND CUTLERY AND RETURN TO DRAWERS/CUPBOARDS;
- ✓ WASH ANY POTS, PANS, COOKING UTENSILS, ROASTERS, BOWLS, ETC. AND RETURN TO CUPBOARDS OR PANTRY SHELVES;
- ✓ IF USED, DISCARD COFFEE GROUNDS, RINSE CARAFE AND RETURN COFFEE POTS TO THEIR STORAGE AREA;
- ✓ CLEAN STOVE TOPS WITH DISHCLOTH, OR, IF REQUIRED, CERAMA CLEANER (LOCATED UNDER DOUBLE SINK) AND WIPE UP ANY SPILLAGE INSIDE OVENS;
- ✓ WIPE DOWN ALL COUNTER SURFACES AND BACKSPLASH;
- ✓ SWEEP FLOOR AND MOP ANY SPILLS;
- ✓ ENSURE THE DISHWASHER HAS BEEN DRAINED, LEFTOVER FOOD WIPED FROM THE SCREEN, UNIT TURNED OFF AND THE DOOR LEFT AJAR (INSTRUCTION BINDER LOCATED ON SHELF NEXT TO DISHWASHER). RETURN DISH TRAYS TO THE APPROPRIATE STORAGE AREA;
- ✓ **REMOVE ALL GARBAGE AND RECYCLING**. THE VILLAGE DOES NOT HAVE AN ON-SITE GARBAGE FACILITY SO PLEASE TAKE ALL YOUR GARBAGE WITH YOU. THERE IS A TRANSFER STATION 10 MINUTES NORTH NEAR EDGEWATER. FAILURE TO REMOVE GARBAGE WILL RESULT IN FEES BEING DEDUCTED FROM ANY SECURITY DEPOSIT, OR AN ADDITIONAL INVOICE PROCESSED;
- ✓ LEAVE DIRTY TEA TOWELS AND DISHCLOTHS IN THE HAND WASH SINK. THESE WILL BE LAUNDERED BY THE VILLAGE CONTRACTOR.

FAILURE TO LEAVE THE KITCHEN AND HALL IN A CLEAN CONDITION MAY RESULT IN ADDITIONAL FEES BEING ASSESSED AND FORFEITURE OF THE SECURITY DEPOSIT.

THANK YOU FOR YOUR COOPERATION!

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POST EVENT CLEANING AND SECURITY DEPOSIT REFUND REQUIREMENTS

MAIN HALL/STAGE

(*ALSO REFER TO THE PHOTOS ON THE STORAGE ROOM DOOR)*

- ✓ COLLAPSE THE ROUND TABLES AND RETURN TO STORAGE ROOM OR UNDER STAGE;
- ✓ IF RECTANGULAR TABLES WERE USED, COLLAPSE AND RETURN TO THE STORAGE ROOM;
- ✓ STACK CHAIRS 12 HIGH AND RETURN TO STORAGE ROOM; **DO NOT DRAG CHAIRS ACROSS THE FLOOR** – PLEASE USE THE DOLLY – DRAGGING STACKS OF CHAIRS DAMAGES THE FLOOR;
- ✓ IF THE MOBILE PROJECTOR CART WAS USED, RETURN TO THE STORAGE ROOM;
- ✓ LEAVE ALL ELECTRONIC EQUIPMENT (IE. MICROPHONES, CABLES, CAMERA, CONNECTIONS) ON TOP OF THE CREDENZA IN THE MAIN HALL. THESE ITEMS WILL BE INVENTORIED. PLEASE ENSURE CORDLESS MICROPHONES ARE TURNED OFF;
- ✓ IF THE MOBILE BAR WAS USED, ENSURE THE ICE/WATER HAS BEEN DRAINED OUT AND THE UNIT WIPED DOWN. THERE ARE RUBBERMAID TUBS LOCATED IN THE KITCHEN THAT CAN BE USED FOR DRAINING THE WATER. RETURN THE BAR TO THE STORAGE ROOM;
- ✓ REMOVE ANY GARBAGE, RECYLCING, AND DECORATIONS AND TAKE THESE WITH YOU;
- ✓ USE LARGE BROOM IN THE JANITOR ROOM AND SWEEP THE MAIN HALL FLOOR. **YOU ARE NOT REQUIRED TO WASH THE FLOOR**; HOWEVER, ANY SPILLS SHOULD BE WIPED UP USING ONLY WARM WATER;
- ✓ IF USED, TURN OFF OVERHEAD FANS;
- ✓ **BEFORE LEAVING, ENSURE ALL LIGHTS ARE OFF, WINDOWS ARE CLOSED AND ALL ENTRY/EXIT DOORS ARE LOCKED.**

FAILURE TO LEAVE THE KITCHEN AND HALL IN A CLEAN CONDITION MAY RESULT IN ADDITIONAL FEES BEING ASSESSED AND FORFEITURE OF THE SECURITY DEPOSIT.

THANK YOU FOR YOUR COOPERATION!