We're Excited to Celebrate with You!

We are honored to be part of the beginning of your happily ever after! To secure your wedding date at the Iowa Arboretum & Gardens, please complete the following steps and submit your agreement along with the $500 Event Deposit.

Wedding Booking Checklist

☐ Confirm your wedding date and event time with the Iowa Arboretum & Gardens Venue Staff.

☐ Carefully review and sign the agreement. Please initial each section where indicated and sign at the end of the document. Your initials and signature confirm that you have read, understand, and agree to all terms and policies outlined in this agreement.

☐ Return the completed agreement by mail, email (as a scanned attachment), or in person using the contact information listed at the bottom of this page.

☐ Submit your $500 Event Deposit. Your date is not secured until the completed agreement and deposit have been received.

Please Read Carefully!

Please review all terms and policies before signing. Failure to follow the requirements outlined in this agreement may result in additional fees or cancellation of your event.

Questions? We're happy to help! Call us at 515-795-3216.

Wedding Date: _____

Ceremony Time: _____ **Guest #:** _____ **Reception Time:** _____ **Guest #:** _____

Celebrant Information

Celebrant A's Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Celebrant B's Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Wedding Venue (Please Select ONE)

◯ Jones Memorial Gazebo – *secluded venue space located in the Conifer Garden with a grass aisle*

◯ Beckwith Grand Pavilion – *triple gazebo centrally located with a concrete paver center aisle*

◯ Waterside Garden – *located next to a pond surrounded by a willow tree with a grass aisle*

◯ Hughes Education Center – *the indoor venue space*

Rehearsal Information

Rehearsal: Includes up to one (1) hour and must conclude no later than 8:00 PM.

Rehearsal Date: _____ **Rehearsal Start Time:** _____

Optional Add-On: Rehearsal Dinner / Decorating Time

This optional add-on begins immediately following the included one-hour ceremony rehearsal and must conclude no later than 8:00 PM. **Rehearsal Dinner Start Time:** _____

Reception Venue (Please Select ONE)

◯ Hughes Education Center – indoors with back patio ◯ Beckwith Grand Pavilion – outdoors in the gardens

Reception Information

Do you plan to have a DJ/Band? ◯ YES Name of DJ/Band:_____ ◯ No

Do you plan to use our sound equipment (microphone and speaker)? ◯ For Ceremony ◯ For Reception

All Receptions at the Iowa Arboretum & Gardens must end by 9pm and premises vacated by 10pm.

Special Requests:

_____

_____

Catering

Name of Food Catering Company: _____

Contact: _____ Catering Email:_____

Phone: _____

The Iowa Arboretum & Gardens does not have a preferred food caterer and celebrants can select a caterer of choice. **At least 30 days prior to the event, the caterer you select must provide the Iowa Arboretum & Gardens with:**

- A copy of their current License to Operate a Food Service Establishment
- A Certificate of Insurance evidencing commercial general liability in the amount of or greater than $1 million dollars. Iowa Arboretum & Gardens must be listed under "additionally insured".
- The right to keep the cleaning and damage deposit if the kitchen is not left as it was found.

We recommend that celebrants provide a copy of this page to their selected caterer.

Celebrants who wish to prepare and bring in their own food for reception dinners are allowed to do so with pre-approval from the Venue Staff. Food brought in should be reheated only – no cooking on-site is allowed. **4 weeks prior to the event we require:**

- Proof of insurance policy sent to the Venue Staff that lists the Iowa Arboretum & Gardens under "additionally insured".
- The right to keep the cleaning and damage deposit if the kitchen is not left as it was found.
- The Iowa Arboretum & Gardens reserves the right to cancel your event if no insurance policy is provided.

Wedding parties or caterers and event planners provide their own linens, tableware, glasses, etc. All items are removed after the event. **Caterers, bartenders or celebrants are responsible for the removal of all glass bottles from the grounds.** The caterer is responsible for all personnel, materials and supplies required for preparation and service. Wedding parties or caterers are responsible for providing their own ice for an event. A waterproof mat must be used under any and all bar areas or areas where leakage may occur. Only leak-proof containers or coolers may be used and all containers holding liquid or ice must be placed on a waterproof mat and contained from spilling onto the floor.

Alcohol Catering – Christiani's VIP Catering and Events

Will you be serving alcohol?

◯ **YES - P**lease see the Alcohol Policy below.

◯ **NO -** No other alcohol is permitted in buildings or on the grounds.

Christiani's VIP Catering holds the exclusive liquor license for all events occurring at the Iowa Arboretum & Gardens. Wedding planners must contact Peter Worsham at Christiani's for all of their event alcohol needs. **Christiani's VIP Catering** – Peter Worsham (515) 287-3169 or *christianiscatering1@gmail.com*

The Iowa Arboretum & Gardens strictly adheres to the laws and regulations of the State of Iowa pertaining to the service and the consumption of alcohol. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages are allowed in your reception area only and may not be taken into the parking lot. No alcoholic beverages may be brought on the property by a party other than Christiani's. **Carry in alcohol is strictly prohibited and we reserve the right to confiscate alcohol not served by Christiani's. Additional consequences may be enforced, including forfeiture of deposit funds. Events non-compliant with this policy may be shut down immediately.**

Tobacco & Vaping Policy

The **Iowa Smokefree Air Act** does not permit smoking or vaping anywhere within our buildings or on the grounds of the Iowa Arboretum & Gardens. **Guests must smoke outside of the Arboretum gates only. Guests non-compliant with this policy will be asked to leave the event immediately.**

We agree to abide by the above policies regarding Food Catering, Alcohol Catering and Tobacco Use.

Celebrant Signatures: _____ Date: _____

Updated 11/2/26

Wedding Packages

Wedding Ceremony & Reception

This rental includes: One (1) hour for the ceremony rehearsal and up to four (4) hours of access to the Wedding Suites prior to the ceremony. The Ceremony rental includes up to one (1) hour for the ceremony. The Reception rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. All cleanup must be completed, personal belongings removed, and the premises fully vacated within sixty (60) minutes of the reception's conclusion, and no later than 10:00 PM.

Ceremony ONLY

This rental includes up to one (1) hour for the ceremony rehearsal, up to four (4) hours of access to the Wedding Suites prior to the ceremony, and up to one (1) hour for the wedding ceremony. All access times must be scheduled in advance with Venue Staff. Cleanup must be completed, all personal belongings removed, and the premises fully vacated within 60 minutes of the ceremony's conclusion.

Reception ONLY

Rental includes up to four (4) consecutive hours of early access immediately before the scheduled reception start time. This time may be used to access the guest suites and decorate the event space. The Reception rental includes up to four (4) hours of event time and must conclude no later than 9:00 PM. All cleanup must be completed, personal belongings removed, and the premises fully vacated within sixty (60) minutes of the reception's conclusion, and no later than 10:00 PM.

Tree House Micro-Wedding

The ceremony-only option is limited to 50 people total, including the wedding party. Ceremonies must begin between 4:30 pm and 6:30 pm and are allotted one hour from the scheduled start time. Access to the ceremony space begins at the scheduled ceremony time, and all guests and personal belongings must be cleared from the premises within 90 minutes of the scheduled start time. Ceremony chairs and access to the Wedding Suites are not included.

Mini-Micro Wedding

The ceremony-only option is limited to 25 people total, including the wedding party. The ceremony is allotted one hour from the scheduled start time. Access to the ceremony space begins at the scheduled ceremony time, and all guests and personal belongings must be cleared from the premises within 90 minutes of the scheduled start time. Ceremony chairs and access to the Wedding Suites are not included.

Wedding Extras

Dance Floor

A 15' x 15' dance floor is available for indoor use only for an additional rental fee. Setup and takedown will be handled exclusively by Iowa Arboretum & Gardens staff.

Rehearsal Dinner

This optional add-on includes up to two (2) hours of additional facility use for a rehearsal dinner, decorating, or a combination of both. The rental period must begin immediately following the conclusion of the ceremony rehearsal and must end no later than 8:00 PM.

Commemorative Wedding Brick

Available for placement at the Beckwith Grand Pavilion or Jones Memorial Gazebo. Your personalized brick will be installed after your wedding.

Commemorative Wedding Block

Available for placement in the Hughes reception room. Your personalized brick will be installed after your wedding.

Wedding Charges & Payment Summary

In-season (April 1st through October 31st)

- ◯ Wedding Ceremony & Reception - $3,250
- ◯ Ceremony ONLY - $1,900
- ◯ Reception ONLY - $1,900
- ◯ Tree House Micro-Wedding - $1,000
- ◯ Mini-Micro Wedding - $500

Off-season (November 1st through March 31st)

- ◯ Wedding & Reception - $2,550
- ◯ Ceremony ONLY - $1,500
- ◯ Reception ONLY - $1,500

⊗ **Event Deposit** - **$500**

The $500 Event Deposit is eligible for a refund provided that all of the following conditions are met: 1) All rented spaces are cleaned according to the Cleaning Checklists provided in each building. 2) All personal belongings, decorations, and event-related items are removed from the premises. 3) No damage to the property, buildings, or facilities has occurred. 4) All event policies and rental agreement requirements have been followed. The Iowa Arboretum & Gardens reserves the right to withhold all or part of the Event Deposit to cover extraordinary cleaning, disposal or removal of items left behind, or repair of any damage. Additional charges may be invoiced if costs exceed the deposit.

Please Select One Option:

☐ **Donate the $500 Event Deposit:** We agree to remove all of our belongings and event-related items but choose to donate our $500 Event Deposit to the Iowa Arboretum & Gardens. We understand that additional charges may be invoiced for extraordinary cleaning, damage, or items left behind that are identified after the reception.

Initials: _____

☐ **Request a Refund of the $500 Event Deposit:** We agree to remove all of our belongings and event-related items and complete all required cleaning according to the Cleaning Checklists provided in each building. We understand that the Event Deposit is eligible for a refund once the rental spaces have been inspected and all requirements have been met. Additional charges may be invoiced for cleaning, damage, or items left behind that are identified after the reception.

Initials: _____

- ◯ Dance Floor - $300
- ◯ Rehearsal Dinner - $100
- ◯ Commemorative Wedding Brick - $150
- ◯ Commemorative Wedding Block - $1,500

Facility Rental Rates for Additional Hours

Weekday Hourly

Between 9am-4pm ____ Hours x $50/ hour = $ _____

Before 9am/After 4pm ____ Hours x $60/ hour = $ _____

Weekend/Holiday Hourly

Between 10am-4pm ____ Hours x $60/ hour = $ _____

Before 10am/After 4pm ____ Hours x $70/ hour = $ _____

All Payments Made For Weddings Are Final

Wedding Total: _____

$500 Event Deposit (paid on _____/_____/_____): **- $500**

6 MONTHS PRIOR TO WEDDING DATE _____/_____/_____ TOTAL DUE: $ _____

Credit Card Processing Fees

A processing fee of 3% applies to all credit card payments. To avoid this fee, you may pay by cash, check, or through your bank's bill pay service.

Updated 11/2/26

Wedding Rental Policies & Procedures

Reservation Procedures

A $500 Event Deposit must be paid when a completed wedding event application is submitted with the signed agreement in order to hold your reserved date.

Billing & Payments

Full payment is due 6 months prior to the event. If full payment is not received 6 months prior, the Iowa Arboretum & Gardens reserves the right to cancel the event and withhold any payments already made by the celebrant(s). Acceptable forms of payment are credit card (Visa, Master Card, and Discover), checks (made payable to the Iowa Arboretum), or cash. Contact Jessica at jessica@iowaarboretum.org or call The Arboretum at 515-795-3216 to request an invoice to be paid online for an instant receipt.

Credit Card Processing Fees

A processing fee of 3% applies to all credit card payments. To avoid this fee, you may pay by cash, check, or through your bank's bill pay service.

Cancellation

Cancellation and rescheduling will be accepted. No refund will be given for payments made. All payments are final.

Wedding Event Procedures

Iowa Arboretum & Gardens venue staff member(s) will be present for your entire event.

Ceremony Inclusions (Excludes Treehouse Micro-Wedding and Mini-Micro Wedding Packages):

- Wedding Chairs: Set-up of white wedding chairs at the ceremony location of your choice.
- Audio Equipment: A microphone and speaker are available upon request. Arboretum-owned audio equipment must be set up and taken down by Venue Staff.
- Wedding Suites: Access to the Wedding Suites for the wedding party to get ready. The suites are available for up to four (4) hours prior to the ceremony start time.
- Oak Leaf Express: Upon request, the wedding party may be transported to the ceremony location by the Oak Leaf Express.
- Comfort Room: Access to the Comfort Room inside the reception building, which includes a full-size changing table and provides a comfortable space for parents with infants or guests with sensory needs.
- Inclement Weather: The Hughes Education Center reception room will be reserved as a backup space in the event of inclement weather.

Reception Includes:

- Catering Kitchen: Access to the catering kitchen, including the catering refrigerator, service window, coffee makers, oven/stove, microwave, and trash cans/liners. The kitchen may be used for food reheating only; cooking or food preparation is not permitted.
- Kitchen Supplies: The Arboretum's dishes, silverware, tablecloths, utensils, serving items, plates, cups, roasters, and other kitchen supplies are not available for renter use.
- Kitchen Clean-Up: The kitchen must be cleaned after use and returned to the condition in which it was found. This includes cleaning the coffee maker, oven/stove, microwave, and catering refrigerator, as well as sweeping and mopping the kitchen floor.
- Guest Tables & Chairs: Set-up of 60-inch round tables and chairs for guests. Tables and chairs are for indoor use only. Linens are not provided.
- Accessory Tables: Indoor accessory tables are available for gifts, guest books, unity candles, water stations, and similar uses.
- Audio Equipment: A microphone and speaker are available upon request. Arboretum-owned audio equipment must be set up and taken down by Venue Staff.
- Tulle Backdrop: A tulle curtain at the front of the room is available for use as a sweetheart table or head table backdrop.

Clean-up after the event shall include:

The renter and/or caterer is responsible for cleaning the rented space and leaving the facility in the same condition in which it was found. All clean-up must be completed during the scheduled rental period and immediately following the event.

Clean-up responsibilities include:

- Floors: Sweep floors and remove all large debris.
- Kitchen: Wipe down all kitchen surfaces and leave them clean and in the condition in which they were found.
- Food & Beverages: Remove all food and beverages from the catering refrigerator and oven.
- Trash & Recycling: Break down all cardboard and place cans in the designated recycling containers. All glass bottles must be removed from the facility by the caterer or renter.
- Sinks: The sink strainer basket must be used to prevent debris from entering the drain. Garbage and grease may not be disposed of in sinks or toilets.

Updated 11/2/26

- Personal & Event Items: All items brought into the facility for the event must be removed at the conclusion of the rental. Items may not be left overnight or stored for later pickup. The Iowa Arboretum & Gardens does not provide storage for event items.
- Caterer Check-Out: Caterers must check out with Iowa Arboretum & Gardens Venue Staff at the conclusion of the event to confirm that all clean-up procedures have been completed and the facility has been left in satisfactory condition.

Iowa Arboretum retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Celebrants will need to schedule a removal time with the rental company and Venue Staff. Outdoor receptions must contact a third-party vendor for tables, chairs and tent rentals, if needed. We recommend Celebrations located in Ames, Iowa. The Iowa Arboretum & Gardens does not provide any tables and chairs for outdoor receptions. Celebrants also must inform Venue Staff about delivery and removal times for rented tables, chairs and tents. All third-party vendors must be escorted while delivering or picking up rented items.

Hours for Event and Set Up

All events at the Iowa Arboretum & Gardens must begin at the time specified in this agreement. Events must conclude no later than 9:00 PM. All preparation, set-up, decorating, and clean-up time must be scheduled in advance.

Ceremonies: Ceremonies may be scheduled between 10:00 AM and 5:00 PM and are limited to one (1) hour.

Receptions: Receptions must follow the scheduled ceremony and conclude no later than 9:00 PM. The venue must be fully cleaned, personal belongings removed, and all guests and vendors off the premises by 10:00 PM.

Wedding Rehearsals: Wedding rehearsals must be scheduled in advance according to this agreement. If the venue is already reserved on the requested rehearsal date, alternate arrangements may be available.

Day-of Decorating: All wedding rentals include up to four (4) hours of decorating time before the ceremony. Additional decorating time may be arranged in advance when space is available.

Day-Before Decorating: Decorating or access to the event space on the day before the wedding is available with an additional rental of the event space, subject to availability.

Rehearsal Dinner: Up to two (2) additional hours may be added to the ceremony rehearsal for a rehearsal dinner and/or decorating for an additional fee. The rehearsal dinner must begin immediately following the rehearsal and conclude no later than 8:00 PM.

Iowa Arboretum & Gardens Admissions

Your guests are encouraged to enjoy the main grounds of the Iowa Arboretum & Gardens on the day of your wedding and will not be charged an admission fee. Guests will need to identify the wedding they are attending at the front desk and will be allowed access at no charge. Children 16 and younger must be supervised at all times. Failure to supervise children may result in being asked to leave the Iowa Arboretum & Gardens. ***Admission to Treehouse Village IS NOT INCLUDED with event contracts.** Admission to Treehouse Village can be purchased by you, or your guests, and must be reserved in advance. Treehouse Village is open until 4 pm daily.

Lost/Stolen Items

The Iowa Arboretum and Gardens is not responsible for lost, missing or stolen items. We cannot assume any responsibility for items left by the caterer, rental company, or client, nor will we store items without prior approval from the venue staff.

Wedding Décor & Vendor Guidelines

The natural beauty of Iowa Arboretum & Gardens requires minimal additional décor. To protect the gardens, buildings, and grounds, the following guidelines apply:

Décor Restrictions

To protect the gardens, buildings, and facilities, all wedding décor must follow these guidelines. Please share these requirements with your decorators and other vendors. **Prohibited Décor:** Glitter, confetti, sequins, and open flames are prohibited. Artificial flower petals are not permitted outdoors. Only real flower petals may be tossed during the ceremony. **Linens:** The Iowa Arboretum & Gardens does not provide linens. Renters are responsible for arranging all linens through their own vendors. **Hanging or Attaching Décor:** Nothing may be attached to trees, plants, buildings, structures, walls, ceilings, or other surfaces. This includes tape, nails, Command Strips, rope, or similar fasteners. Lightweight items may be draped over structures but may not be secured without prior approval from Venue Staff. **Zip Ties:** Use of zip ties requires prior approval from Venue Staff. All approved zip ties must be completely removed and disposed of in the trash immediately following the event. **Runners:** Runners must be secured along the edges with staples and completely removed at the conclusion of the event. All staples must also be removed. **Other Décor:** Any décor not specifically addressed in this agreement must be discussed with and approved by Venue Staff prior to the event. All arches, chuppahs, crosses, doorways, and similar structures or decorative installations must receive approval from the Venue Manager at least two (2) weeks before the event. Items not approved in advance may not be permitted for use during the event.

Vehicles & Grounds

Vehicles are not permitted on the grounds without prior approval from Venue Staff. All approved vehicles must be escorted by an Iowa Arboretum & Gardens staff member and must follow these guidelines: Yield to all pedestrians and visitors at all times - Travel at a maximum speed of 5 MPH - Remain on designated main pathways and stay off all lawn areas.

Tents

Tents are permitted with prior approval from the Venue Manager. All tent locations must be approved before installation. Tents of any size, including pop-up tents, must be supplied and installed by a professional tent rental company. The tent rental company must provide proof of liability insurance coverage to protect against potential injury, property damage, or other incidents related to the tent installation and use.

Deliveries & Pick-Ups

All deliveries and vendor pick-ups must occur during the renter's scheduled rental period. Special deliveries or pick-ups outside the scheduled rental period require prior approval from Iowa Arboretum & Gardens, must not interfere with other events or activities, and must occur during normal business hours. Iowa Arboretum & Gardens is not responsible for the timeliness, accuracy, or condition of deliveries made by the renter or their vendors. All decorations, signs, and other event materials must be removed immediately following the event. Iowa Arboretum & Gardens is not responsible for coordinating or returning items to third-party vendors.

Concerning Animals

The Iowa Arboretum & Gardens welcomes dogs who are certified Service Animals covered under ADA guidelines during rentals and weddings. Family dogs can be allowed with special considerations as per our regular policy – please discuss this with the venue staff. Regardless, all dogs must be on a leash at all times while on the property.

Vehicles

Arboretum gates close once guests leave after events. No vehicles may be left overnight without prior approval from the venue staff. No vehicle traffic is allowed on pathways without prior approval and staff escort.

Alcohol Catering – Christiani's VIP Catering and Events

Christiani's VIP Catering holds the exclusive liquor license with the State of Iowa and Boone County for all events occurring at the Iowa Arboretum & Gardens. Wedding planners must contact Peter Worsham at Christiani's for all of their event alcohol needs.
Christiani's VIP Catering – Peter Worsham (515) 287-3169 or *christianiscatering1@gmail.com*

The Iowa Arboretum & Gardens strictly adheres to the laws and regulations of the State of Iowa and Boone County pertaining to the service and the consumption of alcohol. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages may not be taken into the parking lot. No alcoholic beverages may be brought on the property by a party other than Christiani's. Carry in alcohol is strictly prohibited and we reserve the right to confiscate alcohol not served by Christiani's. Additional consequences may be enforced, including forfeiture of Event Deposit funds. Events non-compliant with this policy may be shut down immediately at the discretion of the on-site Venue Staff.

Tobacco

The Iowa Smokefree Air Act does not permit smoking anywhere within the buildings or on the grounds of the Iowa Arboretum & Gardens. This includes vaping. Guests smoke outside of the Arboretum gates only. No tobacco of any kind is allowed in buildings, or on the grounds. Guests violating this policy will be asked to leave the event immediately.

Hold Harmless & Indemnification

Iowa Arboretum & Gardens shall not be liable for any claim, loss, injury, damage, or expense either with respect to person or property, sustained by you, or by any of your employees, agents, invitees, and guests due to your use of the facilities, or arising out of the use, operation, or condition of any equipment, machines, or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees, or guests of yours. It is agreed and understood that you hereby expressly release and discharge Iowa Arboretum & Gardens and its owners, officers, employees, and agents from any and all demands, claims, and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify, and hold harmless Iowa Arboretum & Gardens and its officers, directors, employees, and agents from and against any and all claims, demands, actions, losses, costs, damages, and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon, or about the facilities due directly or indirectly to your use of the facilities.
This obligation of yours to protect, indemnify, and hold harmless Iowa Arboretum & Gardens shall include the obligation to pay all reasonable expenses incurred by Iowa Arboretum & Gardens in defending any of such claims, including reasonable attorney's fees.

I agree to follow the policies and procedures of the Iowa Arboretum & Gardens as outlined in this document.

Celebrant Name (printed): _____

Celebrant Signature: _____ Date: _____

Updated 11/2/26

Cleaning Checklists

Rooms and venues are to be returned to the same condition in which they are given to our guests. The return of your cleaning/damage deposit will depend on the condition of the facility. Please ask venue staff any questions you may have.

Cafferty Building (*dressing rooms and meeting room*)

◯ Trash is neatly in trash cans and not left out on tables, floors, etc.

◯ Tables and vanities are cleaned of any makeup, bobby pins, crumbs, spills etc.

◯ Pillows are on couches.

◯ Wedding Room 1 ◯ Wedding Room 2

◯ Bathrooms- toilets flushed, no paper towels on floor, counters are clear of makeup, bobby pins, powder,etc.

◯ Floors are swept free of any crumbs, make up, litter, etc.

◯ Kitchenette tables, counters, stovetop are wiped down and clean of any spills, crumbs, food,etc.

◯ Kitchen floor is clean of debris and spills - swept (mopped if spills).

◯ All food is removed/taken home or otherwise disposed of.

Ceremony Venue (*main ceremony areas*)

◯ All decorations and props removed.

◯ Gazebos, chairs, lawns are cleaned of any trash, decorations, and debris.

Hughes / Beckwith (*kitchen and main reception areas*)

◯ **DO NOT PUSH OR PULL TABLES ACROSS THE CARPET - TABLES MUST BE PICKED UP TO BE MOVED** !

◯ Carpeted / paved floors / lawns are cleaned of any decorations, crumbs, food, scrape marks, etc.

◯ Entrance hallway ◯ Main room ◯ Gazebos ◯ Lawns ◯ Tables are wiped down and clean of any spills, crumbs, décor, food, etc.

◯ Garbage is placed neatly in trash cans - outside door at back of kitchen hallway.

◯ Kitchen counters are wiped down of any food, spills, crumbs, etc.

◯ Kitchen floor is clean of debris and spills - swept (mopped if spills).

◯ Coffee maker(s) must be emptied and cleaned, powered down, if used.

◯ Catering refrigerator is cleaned and all food removed/taken home.

◯ Outdoor patio clean and free of garbage.