

# *Heritage Park Event & Retreat Center*

## **Decorating Guidelines**

- Please use removable putty, small tacks, pins, or office size staples only on any surface & remove completely when done.
- Hay is permitted only on the concrete or grass - not in the rocked areas.
- Please do not use any chalk, spray chalk, or other materials to write on any surface (even those labeled washable)
- Please refrain from using fishing line, as it is hard to see, often gets in the grass and tangles in our lawn mower.
- Please place any candles on glass or other candle holders
- Please do not use duct tape on any surface
- Please do not stand on tables or chairs while decorating.
- The use of hay/hay bails must be pre-approved & may incur additional cleaning fees

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## Clean-Up Check Sheet

Thank you for renting with us for your special event! Please use this check sheet to insure you don't receive any additional cleaning fees upon check-out.

**\*If needed, cleaning supplies can be found in the prep kitchen closets and under the sink in the house, extra trash bags are under the sink, and hoses are behind the building**

### Prep Kitchen/Bathroom Area

- Bag & place all trash in dumpsters\*
- Wipe or mop up any large spills, i.e. drinks, **vomit**, etc (especially those on the walls)\*
- Remove all food/drinks from fridge
- Wash any utensils/dishes borrowed from Heritage Park
- Wipe down & place all chairs/tables/ other rental items back in building
- Lock building

### Covered Pavilion & Grass areas

- If flower petals or other items were used for ceremony, please pick up (rake in closet)
- Completely remove any string, wire, tacks, etc used to secure decorations
- Pick up all candy/wrappers, cigarette butts, food spills, etc
- Wipe up or hose down any large spills, i.e. drinks, **vomit**, etc \*
- If hay or other messy decorations (i.e. confetti, paper grass etc) were used, please sweep and/or completely pick up
- Wipe down & place all chairs/tables/other rental items back in prep kitchen building
- If sides were pulled down on pavilion, please roll back up (tool hanging on prep kitchen wall)
- Please use provided tool to put plastic sides back up ( unless they are wet- then they should be left down to dry)

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## House

- Please take off sheets on all any beds that were slept in & place them in piles on the floor
- Place any used towels in piles on the floor
- Wash any used pots & pans & place other used dishes in the dishwasher and start before leaving
- Take out trash
- Remove food from refrigerator
- Wipe or mop up any large spills, i.e. drinks, **vomit**, etc (especially those on the walls or carpet)\*
- Put any moved furniture back in its original place
- Please sign our guestbook!

\* Thank you again! If you have any questions, call:

Staci @ 360-823-9049, or Robin @ 360-772-5918