



## Cleanup Procedures



Generally, events held at the COLUMBUS Hall & Banquet Center can be cleaned up within an hour of the guest departure. We expect the following:

1. All tables and counters should be cleared and washed.
2. **ALL** food trash should be put in the dumpster at the back of the building.
3. Hall place settings (if used) should be scraped, rinsed & stacked in the kitchen.
4. Hall centerpieces (if used) should be cleaned & stacked in one area.
5. Hall linen (if used) should be bagged in the green linen bags.
6. Chairs should be turned upside down on **CLEAN** tables.
7. Kitchen and bar area are to be left clean.
8. Decorations, food, beverages, gifts, etc. packed up and out of the bldg.
9. Not necessary to vacuum or mop unless floors have been trashed.

If the cleanup takes longer than 1 hour, the additional charge is \$30 per half hour. This includes the vendors (D.J., photo booth, caterer, decorator, etc)

If access to the building on the following day is required (if available), the additional charge is \$40 per hour, minimum of 2 hours.

If the tenant (person signing the rental contract) is not present at the time of cleanup, they will designate a responsible adult to ensure all clean up has been completed.

### Charges will be deducted from the security deposit for:

Candle wax, GUM, Glitter  
Unclean tables, kitchen or bar area  
Damages to the building  
Extended cleanup time

Excessive filth, dirt  
Excessive beverage/food spills on carpet  
Missing hall furnishings  
Broken Columbus HBC equipment

### Clean up Procedures for Packages:

The Hall will take care of all items on the list above with the exception of:

1. Food trash (from caterer) should be put in the dumpster at the back of the building.
2. Kitchen (caterer area) is to be left clean.
3. Decorations, food, beverages, etc, packed up and out of the bldg.

If vacating the building takes longer than 1 hour, the additional charge is \$30 per half hour. This includes the vendors (D.J., photo booth, caterer, decorator, etc)

If access to the building on the following day is required (if available), the additional charge is \$50 per hour, minimum of 2 hours.