



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 linen (if used) should be bagged in the green linen bags. (**EXCEPT** table skirting & black bar table)
4. Chairs should be turned upside down on **CLEAN** tables.
5. Kitchen and bar area are to be left clean.
6. Decorations, food, beverages, gifts, etc. packed up and out of the bldg.
7. Not necessary to vacuum or mop unless floors have been trashed.

Rags, buckets, cleanser, and soap are available in the kitchen area, as well as trash bags. If the cleanup or 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. **MUST BE CLEARED WITH HALL MANAGEMENT PRIOR TO EVENT.)**

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.

ALL CLIENTS: Charges will be deducted from the damage deposit for:

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|--|-----------------------------------|
| Unclean tables or bar area (except Packages) | |
| Candle wax, GUM, Glitter | Caterer not cleaning caterer area |
| Excessive beverage/food spills. | Excessive filth, dirt |
| Damages to the building | Missing hall furnishings |
| Extended cleanup time | 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 removed from the bldg. within the designated time frame.