**Venue 311 Clean Up Check List**

*To the Bride and Grooms designated Clean up Crew: Please make sure each step of this list is completed thoroughly and in a respectful manner. Failure to complete these steps may result in the loss of the Security Deposit.*

1. Everything cleared off all tables (Trash, dishes, linens, décor, food, ect)
2. All tables and chairs wiped down
3. All of Venue 311’s décor items placed by décor closet so that a staff member may take inventory and then put them up
4. **All** personal belongings taken out of Venue
5. Kitchen Counters, sink, stove fridge wiped off.
6. Bar counters wiped off.
7. Any of Venue 311’s dishes, glasses, drink dispensers should be washed, dried, and placed back where they were found.
8. Any major spills cleaned up.
9. Trash from all rooms bagged into trash bags and placed in trash bin outside of kitchen door.
10. Cups, bottles, cigarettes’, sparklers and anything else that has been left on the patios, outdoor ceremony area, pathways, parking lots, circle drive, must be picked up and put into trash bags. Additionally, anything stuck into Venue 311’s plants must be put into trash bags.
11. Floral/material/etc. Taken off of outdoor ceremony fences and arbor.
12. Buffet room tables, cake tables, dessert cart, and sweetheart table wiped down.
13. At the end of the night after all trash has been **bagged** and placed into trash bin outside of kitchen door the bin must be rolled to back corner parking lot where trash dumpster is located. All of the trash bags must then be transferred into the dumpster and the rolling bin may be left by the dumpster once emptied.