

Horse Fair Park Checklist

Dear Renter,

We hope your party/function at Horse Fair Park is a success. Please use this checklist to ensure the return of your maintenance deposit. The park must be left in the same condition as it was before your function. Saturday renters *must* make sure the park is clean for renters on Sunday.

Please bring any cleaning supplies you may need such as dish soap, paper towels, sponges etc. The Village provides garbage bags which are located in the utility closet. A \$50 charge will be subtracted from your maintenance deposit if any decorations, tape, or other materials are not removed. **Staples are not allowed under any circumstance.**

- _____ Empty trash and dispose in dumpster if the cans are ½ full or more.
- _____ Wipe down counters and tables.
- _____ Remove all food from refrigerator and kitchen area.
- _____ Sweep floors in kitchen and bar area.
- _____ Mop up any spills.
- _____ Remove *all* decorations, tape and other materials.
- _____ Clean charcoal grill if used.
- _____ Wipe down oven and microwave.
- _____ Turn off lights.
- _____ Lock doors.

For your use:

- Volleyball / basketball courts and equipment
- Broom, dustpan, mop and bucket located on south wall
- Refrigerator / freezer
- Oven
- Microwave
- Picnic tables
- Outdoor grill
- Inside and out running water
- Port-o-potty

Public works employees will inspect the park on Sunday and Monday morning. Although we have not had many problems with our renters in the past, failure to follow this checklist may result in forfeiting your deposit.

Please bring this form to the Village Hall when you drop off the key and indicate below any suggestions you may have or any maintenance which may be needed:

Name of Group: _____

Date: _____