

Cleanup Checklist

01 Furniture back in the place you found it, no exceptions. You can find venue furniture layout following this checklist as a reference.

02 Wash, dry, & put away any dishes used. Wash vases you used and leave out on drying mats after washing.

03 If you use champagne glasses, please wash and put back on the champagne wall to air dry. If any accidentally broke, no worries, please just let us know so we can replace it, accidents happen.

04 Make sure restrooms are tidy, clean, and trash is taken out. We will deep clean the restroom.

05 Remove & dispose of all decorations. **This includes anything you may have used to hang things along the venue walls... glue dots, tape, command strips, command hooks, all must be removed.**

06 Pick up any litter or trash outside of the facility. Please double check perimeter.

07 Dispose of all bottles, cans, plates, napkins, and trash of any kind in the provided trash bin. Please take out all trash bags to the outdoor dumpster outside of venue.

08 Remove all food, beverages, etc. from the refrigerator, freezer, and microwave. Double check microwave is clean.

09 Clean kitchen counters, surfaces, tables, and chairs after use. Utilize clean towels from under the sink labeled "clean towels" with table top spray. Place used towels in the kitchen sink.

10 Sweep/mop the floor if anything has spilled, or any food crumbs left.

11 Remove all personal belongings from the facility. If any items are left behind they will be immediately disposed of by MI CASA MC, LLC and MI CASA MC, LLC will have no liability for such items.

12 Text or Call Sylvia at (713) 503-3887 and let her know you are all finished. Thank you for meeting all the cleaning checklist requirements, if you meet all the checklist items you will receive your deposit back within 2-3 business days from rental event date.