

Creekside Campground & Events Center

POST-EVENT CHECKOUT PROCEDURES

Please complete all items below before signing off with staff. Failure to complete these items may result in partial or full forfeiture of your Cleaning/Breakage Deposit.

☐ **TRASH & DEBRIS**

- All trash and debris must be fully bagged, tied, and transferred to the dumpster located across the bridge toward the highway.
- Dumpster lids must close fully. Any excess trash that does not fit must be removed from the premises by Renter.
- Garbage cans must be hosed out and cleaned if dirty inside. Complimentary liners are provided for initial use; Renter is responsible for all additional liners.
- Please check entire area for cigarette butts and dog waste.

☐ **ICE HOUSE / REFRIGERATION AREA**

- Wipe out refrigerators and freezers inside and replace any shelving that was removed.
- Wipe down all tables and broom sweep the floor.
- Return any moved items to their original locations.

☐ **PAVILION**

- Concrete floor must be swept before returning the 6 red pavilion tables to their original locations.
- Lift tables — do not drag — as dragging can damage tables, concrete, and lawn.
- If the wedding arbor was used, reinstall the green mesh fence before leaving.

☐ **EVENT TABLES & CHAIRS**

- All event tables and chairs must be returned to their original locations and wiped down.
- Do not leave tables or chairs with grass, dirt, or debris on them.
- All linens must be placed in the provided laundry basket for host laundering.

☐ **CAMPSITES**

- All campsites used must be thoroughly checked and cleaned of any trash.
- Leftover firewood must be returned to the wood shed. Do not leave firewood in common areas or near fire pits.
- Any moved picnic tables must be returned to their campsite.

☐ **GENERAL WALKTHROUGH**

- Walk the entire campground, event area, and playground to retrieve all personal items.
- Owner will hold unclaimed items for one (1) week; Owner assumes no responsibility for lost or stolen items after that period.
- Remove any sticks, branches, or rocks from lawn areas to avoid damage to lawn equipment.
- Remove any highway signage placed by Renter within 24 hours of event conclusion.

EQUIPMENT RENTAL CHARGES (if applicable):

Tables	\$10.00 each	_____ qty = \$ _____
Chairs	\$1.00 each	_____ qty = \$ _____
Table Linens	\$10.00 each	_____ qty = \$ _____
Karaoke System	\$100.00 flat	\$ _____
Wine Barrels	\$25.00 each	_____ qty = \$ _____
		TOTAL DUE: \$ _____

Renter Signature: _____

Received / Signed Off by: _____

Printed Name: _____

Date: _____

Phone: _____

Total Amount Due: \$ _____

From all of us at Creekside Campground and Events Center — thank you for celebrating with us, and for helping us keep our venue clean and safe for the next family!