

Cleanup Guidelines

To assist the Historic 512 in preserving this historic building and to assure the return of your damage deposit, please use this checklist as a guideline in preparation to leave the building following your event. Renter or renter's representative must supervise as caterers and other service providers clean up and leave the building. A detailed checklist will be provided to you and a final walk through will be conducted with a Historic 512 staff member upon entering AND leaving the building.

Grand Ballroom & Great Room

- All wedding decorations, linens, rental items removed from building.
- Trash bagged and placed in outdoor dumpster.
- All alcoholic beverages and perishable items removed from building.
- All personal items removed.
- No real rose petals, rice, bubbles, confetti, glitter, silly string, and potpourri or candy hearts thrown on floor.
- No adhesives, tacks, screws, nails or tape used to attach decorations to floor, furniture, walls or ceilings.
- Check for wax spills and damage to furniture, floors, windows and curtains.
- If candelabras used, please remove candles from the bell glass votive holder.
- Remove all glassware, broken glass picked up and placed in outdoor dumpster.

Grand Ballroom

- No dance wax or powder used on floor; all flower petals, large chunks of food, spills, wax, gum, and anything that could cause damage to floors, curtains, walls, and windows removed/cleaned.
- No items left behind in oak bar, if used.

Grand Ballroom Stage

- All musicians' equipment removed through side stage door; make sure no heavy equipment damages ballroom or stage floor.
- Remove all glassware and alcoholic beverages, broken glass picked up and placed in outdoor dumpster.
- Check stage curtains for stains/damage.
- Return any rental items (microphones, extension cords, etc.) to front desk if used during event.

Caterer's Kitchen

- Countertops, sink, microwave and appliances used wiped clean.
- All foods and beverages removed from refrigerator and warming oven.
- Trash bagged and placed in outdoor dumpster, trash can replaced with fresh liners.
- Floor swept and mopped.
- All caterer's/renter's equipment removed
- No items in ice machine; ice scoop is present.
- Garbage disposal is working properly; nothing inside to cause damage to mechanism.

Restrooms – 1st & 2nd Floor

- All glassware, broken glass and personal items are removed from restroom area.
- No food, liquids, or objects left from event are dumped in restroom sinks, toilets, or urinals.

Dressing Parlors

- All glassware, broken glass and personal items removed from parlors.
- Check floors, curtains, windows, walls, and furniture for stains, spills, ring marks, or other damage.
- All trash is placed inside trash cans.
- Cleaned of all rental items and catering equipment including plates, utensils, glasses, etc.

Front Porch

- All cigarette butts/cigars, alcoholic beverages, materials used to throw bird seed, and other trash on porch and stairs removed and placed in trash can on porch.
- No sparklers, bubbles, confetti, glitter, or silly string thrown.
- Decorations used on doors or stairs removed.
- Any glass breakage is to be swept up and removed from premises.

Hallway - Upstairs

- Remove glassware, broken glass and other items left by guests.
- Remove any flower petals; spills are cleaned.
- Check for damage to floor and walls.

Marble Stairway

- All decorations, flower petals, glassware and broken glass are removed from stairwell.
- Any spill is cleaned.
- Check for damage/stains to stairwell.

Rental Items

- No alcohol or perishable items are to be left in the building.
- All items rented must be returned.

Reminders:

- The Historic 512 is entirely NON-SMOKING. Please make sure your guests and service providers are aware of this policy. This includes e-cigarettes.
- Each renter and renter's service providers will be responsible for cleanup. It is the responsibility of the renter to make sure all service providers are aware of policies, procedures, Kitchen Policies & Cleanup Guidelines.
- At the time of the final walk through, after your event, any failure to comply with any clean up rules will result in forfeiture of all or part of deposit.
- It is the responsibility of the renter to coordinate and schedule delivery and pickup of all items. The Historic 512 is not responsible for the delivery or storage of any property, items, or material goods left in the facility.