

# THE OLDE FORGE

## SECURITY DEPOSIT REFUND VOUCHER

Group / Individual renting: \_\_\_\_\_

Date of rental: \_\_\_\_\_

<b>CLEANING CHECKLIST</b>		Yes	No	N/A
<b>Meeting Room</b>				
	Tables wiped, folded and put away			
	Stacking chairs returned to storage cupboard			
	Garbage pails emptied			
	Floors free of debris			
	Decorations taken down			
<b>Kitchen</b>				
	Dishes washed and returned to cupboard			
	Coffee urns emptied, washed and returned to storage			
	Counters and stove wiped			
	All food and beverages removed at end of event			
<b>General</b>				
	Garbage disposed of in dumpster			
	Floors in cloakroom area and bathrooms free of debris			

**Please note any damage issues:**

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\_\_\_\_\_

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\_\_\_\_\_ Cheque refund to be mailed

\_\_\_\_\_  
Signature of person in charge

\_\_\_\_\_  
Facility attendant