

# Renters are responsible for the following:

All cleaning supplies required are available in the chair and table room and under the sink.

- Wiping all tables so they clean for the next rental (Even if table clothes are used).
- Putting away all tables and chairs in the designated storage area (\*Stacked neatly)
- Removing all decorations, including tape from walls with out damages.
- Removing all food and beverage from fridge including ice. Please be sure to clean up any spills left behind.
- Washing, drying, and putting away any dishes that may have been used from cabinets
- Ensuring all coffee pots are cleaned and turned off at end of rental.
- Wiping down the inside of the microwave if it was used.
- Wiping all countertop in kitchen, Remove any left-over food from sink trap.
- Removing all garbage from the hall and using the appropriate provided bins in the parking lot to dispose of it.
- Leave the washrooms clean and tidy (Flushing all toilets and making sure no water is pooling on the countertops).
- Turn off all the lights and lock all windows and doors, please double check to confirm they are secured behind you.

**There is a minimum of \$50 charge for any of the above if not done correctly.**

## Rental Reminders

### Music/Noise:

As this community hall is in a residential area, please be respectful of our residents and keep the music down, especially after 10pm. (Please note if the bylaw or police arrive at your event you will not receive your damage deposit back)

### Wi-Fi:

Although we do not guarantee the hall Wi-Fi username and password are available for your convenience.

**Username: Richmond knob hill CA**

**Password: 12345678**

### Sound System:

Can be connected to all smart devices however requires instructions that can be demonstrated at walk through if requested.