

This checklist is to help ensure that your end of event cleanup of the center is completed before 11PM. This complies with the terms of your rental agreement, and will assist in avoiding any additional charges defined in the Terms and Conditions. Please report any operational problems or damages to the Tech Park Center's staff member immediately.

\_\_\_\_\_ End of rental time is \_\_\_\_\_ pm. (see Breakdown requirements on page 2 of Rental Agreement)  
\_\_\_\_\_ \$260 Fee paid directly to HPD Officer (if applicable)

**BEFORE and AFTER inspection required for TITAN 808 area**

**BEFORE**

- \_\_\_\_\_ ENTIRE area including the Port-a-potty is OFF limits during the party
- \_\_\_\_\_ Cones should NOT be moved for any reason.

**AFTER**

\_\_\_\_\_  
\_\_\_\_\_

**AFTER Party inspection:**

**These areas should be clean and free of any/all trash and decorations:**

- \_\_\_\_\_ Carpeted Hallway leading to bathroom
- \_\_\_\_\_ Lobby near office
- \_\_\_\_\_ Exterior of building / including parking lot
- \_\_\_\_\_ Food prep area & refrigerator

**ADDITIONAL ATTENTION:**

**KAHELU AVE:**

- \_\_\_\_\_ Remove all personal decorations (ie: balloons, arrows, signs etc)

**RESTROOMS:**

- \_\_\_\_\_ Empty Trash into the TPC dumpsters, and replace trash cans with new bags.
- \_\_\_\_\_ Sweep & Mop required
- \_\_\_\_\_ Turn off faucets and lights

**HALL:**

- \_\_\_\_\_ Empty Trash into the TPC dumpsters, and replace trash cans with new bags.
- \_\_\_\_\_ Remove all decoration and personal equipment

\_\_\_\_\_ I choose to FORFEIT the \$250 deposit & have TPC Staff complete the following:

1. Return Hall equipment (tables, chairs, etc) to their proper place
2. Sweep
3. Spot Mop
4. Turn off electric equipment (TV, lights, fans, etc)

Failure to complete after party inspection and any damages to Tech Park Center or its equipment will result in the delay of deposit refund, and may be subject to additional charges at manager's discretion.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

TPC Staff Signature: \_\_\_\_\_