

This checklist is to help ensure that your end of event cleanup of the center is completed before the end of your rental. 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)
_____ \$290 Fee paid directly to HPD Officer (if applicable)

Off Limit Areas

_____ Titan 808/Port-a-potty
_____ Traffic Cones
_____ In-Door Stairwells/Fire Exits
_____ Office/Classrooms

RESPONSIBILITIES REQUIRED BY RENTER following the event:

Clean and free of any/all trash and decorations:

_____ Building exterior, incl parking lot
_____ Carpeted Hallway leading to bathroom
_____ Remove all personal decorations along Kahelu Ave.
_____ Lobby near office
_____ Food prep & refrigerator room

RESTROOMS:

_____ Remove all personal belongings
_____ Check for damages

HALL:

_____ All Trash cans inside of Hall to be emptied
_____ Remove all decoration & personal equipment
_____ Sweep & Spot Mop
_____ Breakdown Tables/Chairs (if required)

RETURN:

_____ Water Spigot Key
_____ (6) Fly Swatters
_____ Ala Carte Items (if applicable)

_____ I choose to *FORFEIT the \$250 deposit & have TPC Staff complete cleaning of the INSIDE of the facility (to include):

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

**APPLICABLE TO EVENING PARTIES ONLY*

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 addtnl' charges at manager's discretion.

Date of Event: _____ Client Name: _____

Client Signature: _____

TPC Staff: _____ Refund Check#: _____