

PALMETTO VILLAGE EVENT CHECK-OUT

_____ Meeting space/grounds in good condition _____ Furnishings in good condition

_____ Kitchen/s clean/ in good condition _____ Food/beverage removed from
building/garbage in dumpster

_____ Decorations or additional furnishings removed from property within 24 hours.

Rooms checked

_____ Ballroom _____ Classroom _____ Grumpy's II

_____ Conference Room _____ Dining Room _____ Kitchen

_____ Pavilion/Courtyard

REFUNDABLE SECURITY DEPOSIT: Deposits are determined by room usage and number of attendees. Deposits for multiple-use functions will be retained until the contract term is completed.

DEPOSIT: _____ \$1,500 Full Property _____ Ballroom \$1,000 _____ \$500 all other rooms

AUTHORIZED DEPOSIT REFUND: \$ _____

If full amount is not authorized, indicate reason/reasons for deductions or forfeit of deposit:

Renter Signature _____ Date: _____

Authorized Signature: _____ Date: _____