

Haue Valley End of Night Responsibilities : Day: _____ Team Lead Initial _____

Close with NO event the next day:

- Clean bridal suite and remove all trash and replace bags
- Put away outdoor ceremony decor
- Remove all florals from large ceremony pieces
- Stack chairs on cart and place under the awning
- Ensure the ceremony doors are open all the way
- Check dressing rooms for forgotten personal belongings before client leaves
- Ensure the clients takes home all left over food, cake, and alcohol
- Collect all HV decor, check the inventory list to ensure everything was returned
- Clean all decor that is dirty and wipe off all chalkboards
- Put all decor away where it belongs
- Wipe down high chairs
- Replace batteries in candles that are dim or out
- Turn off lanterns above railing, replace batteries if needed
- If tablecloths /napkins were rented through HV, remove from tables and bag, place on bottom shelf in cater room
- Push all chairs into tables
- Ensure CO2 tank is off
- Ensure the trash cans are away from the cooler fronts
- Clean bathrooms and remove all trash and replace bags
- Clean grooms room and remove all trash and replace bags
- Place all dirty rags and used mop heads in the bucket in the catering room
- Spot light outside and off railing to pick up all cigarette butts and cups that were left
- Turn off propane in patio heaters if used
- Take all trash to the dumpster
- Turn off parking lot lights
- Clean out gator and put it away, lock the lower barn
- Blow out venue & upper patio

- Turn thermostats down to 58* in the winter and off the rest of the year (located in catering room)
- Check catering room to ensure it's clean and tidy
- Turn thermostat for the addition off year round (located in storage room)
- Close all garage doors
- Lock both front doors (right side stationary then left)
- FB message Kristin if flowers were donated or items were found that need to be returned to the client
- Ensure all lights are off - except the bridal suite deck, the outdoor catering room light, and the outside bar door light
- Close gate

Close WITH an event the next day:

All items prior plus:

- Pull decor for next days event & make sure all batteries are working
- Put batteries on charger if needed
- Set ceremony area including barrels, and large ceremony decor (leave chairs stacked)
- Reset venue following the printed outline
- Mop using the MopIt (Be sure the squeegee is down & use half pump of detergent ONLY)
- Put linens on all tables in venue if linens are rented through us (tables in the addition do not get linens until day of event)
- Put out chargers unless they are using runners
- Leave napkins on the gift table
- Clean glass doors
- Mop and restock venue bathrooms
- Mop bridal suite
- Mop grooms room
- Refill paper towels and trash bags in catering room
- Walk around & double check to ensure venue is event ready

Thank you! Be safe driving home!