

PRIVATE PARTY CHECK LIST

SPONSOR: \_\_\_\_\_

DATE OF PARTY: \_\_\_\_\_

BEFORE

AFTER

- |       |  |       |
|-------|--|-------|
| _____ | CLUBHOUSE FURNITURE ARRANGED & IN SAME CONDITION       | _____ |
| _____ | BIG SCREEN TV WORKING WITH GOOD PICTURE                | _____ |
| _____ | CARPET CONDITION (STAINS, BURNS)                       | _____ |
| _____ | WALLS, CONDITION                                       | _____ |
| _____ | WINDOWS IN GOOD CONDITION, & LOCKED                    | _____ |
| _____ | DOORS IN GOOD CONDITION & LOCKED                       | _____ |
| _____ | EXERCISE EQUIPMENT AND ROOM                            | _____ |
| _____ | BATHROOM WALLS AND FLOORS IN GOOD CONDITION            | _____ |
| _____ | BANQUET TABLES CLEAN AND PROPERLY STORED               | _____ |
| _____ | POOL CHAIRS RETURNED TO POOL DECK                      | _____ |
| _____ | ALL TRASH REMOVED FROM PREMISES                        | _____ |
| _____ | LIGHTS TURNED OFF EXCEPT FLOOR LAMP & POOL AREA LIGHTS | _____ |
| _____ | KITCHEN FLOOR CLEAN                                    | _____ |
| _____ | KITCHEN SINK CLEAN                                     | _____ |
| _____ | OVEN EMPTY AND CLEAN                                   | _____ |
| _____ | REFRIGERATOR EMPTY AND CLEAN                           | _____ |
| _____ | COUNTER TOPS CLEAN                                     | _____ |
| _____ | FIREPLACE TURNED OFF                                   | _____ |
| _____ | POOL AREA CLEAN & FREE OF ALL DEBRIS                   | _____ |

NOTE ANY DAMAGE AND SKETCH IF NEEDED:

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**OVER**

PRE-PARTY INSPECTION

I HAVE INSPECTED THE CLUBHOUSE FACILITIES ON (DATE) \_\_\_\_\_  
PRIOR TO THE PARTY BEING HELD. I CERTIFY, ALONG WITH THE COMMITTEE MEMBER,  
THAT THE FACILITIES ARE READY FOR PRIVATE PARTY USE.

SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMITTEE MEMBER'S SIGNATURE \_\_\_\_\_

DATE & TIME \_\_\_\_\_

COMMITTEE MEMBER'S PHONE NUMBER \_\_\_\_\_

POST-PARTY INSPECTION

I HAVE INSPECTED THE FACILITIES AND

\_\_\_\_\_ I AGREE THAT THE FACILITIES ARE THE SAME AS BEFORE THE PARTY.

\_\_\_\_\_ I AGREE THAT THE FACILITIES ARE NOT IN THE SAME CONDITION AS BEFORE THE PARTY. (NOTE DAMAGE ON AFTER PARTY CHECK LIST)

SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMITTEE MEMBER'S SIGNATURE \_\_\_\_\_

DATE & TIME \_\_\_\_\_

THIS EVALUATION IS BE FILLED OUT PRIOR TO A PRIVATE PARTY AND COMPLETED AFTER THE PARTY. ANY COST DEDUCTIONS FOR PRIVATE PARTY IMPROPER CLEANING WILL BE FORWARDED TO THE MANAGEMENT COMPANY TO BE SUBTRACTED FROM THE DEPOSIT AMOUNT.