



## Venue Closing Procedures

Thank you for choosing Tequila Ranch for your event! Here are the closing procedures for the venue.

- All trash from the event is to be bagged, removed and placed in the designated area. Trash bags & receptacles are provided by Tequila Ranch.
- All chairs are to be wiped and stacked neatly in the designated areas. Rental chairs must be stacked separately from Tequila Ranch's chairs.
- All linens provided by Tequila Ranch are to be free of trash and are to be bundled and left on the tables.
- All surfaces are to be free from spills or debris. Any food or liquid spills are to be mopped clean with the provided cleaning supplies.
- All kitchen appliances and counters are to be wiped clean.
- All decorations are to be removed and taken away. Any fasteners used to attach the decorations, ie. staples, tape, zip ties etc. are to be removed also.
- All cigarette butts must be placed in the designated disposal area. The client is responsible to pick up any butts that may be on the ground.
- The ceremony space must be free of papers, debris, decorations.
- All propane heaters must be turned off and the propane tank valves closed.
- The air conditioning units must be turned off.
- All lights must be turned off and all doors locked & deadbolted. The venue keys must be placed in the lockbox located at the facility entry door. \*Note: The string lights over the ceremony space & rear patio are on timers and will turn off automatically.

**Failure to follow the outlined cleaning and closing procedures will result in forfeiture of the security deposit.**