

# Cheshire Clubhouse Pre-Checklist & Closing Checklist

## **Pre-Checklist**

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your gathering. If you arrive at the clubhouse and discover existing damage prior to your use, please immediately send an e-mail to: [clubhouse@prestbury.org](mailto:clubhouse@prestbury.org) and include pictures of the damage.

**By not contacting PCA prior to the start of your event, you may be accepting the responsibility of the existing damage.**

If there is any damage incurred at your event, you will be billed accordingly for materials and repair services.

The hourly rate of our maintenance crew begins at \$40/hour.

### POSSIBLE AREAS TO CHECK FOR DAMAGE:

Walls - scuff marks or holes

Missing utensils, pots and pans

Appliance damage

Floor damage

Fireplace

Furniture - four large chairs, side tables and area rug

TV/sound system and microphone

Tables and Chairs

Bar Cart

## **Check-In Checklist**

**I encountered the following problems when I arrived at the clubhouse:**

Please check one or more as needed:

The kitchen was not clean or an appliance is not working

The main area was not clean

The restrooms were not clean or working

The following items were damaged or missing: \_\_\_\_\_

\_\_\_\_\_

Other Problems: \_\_\_\_\_

\_\_\_\_\_

-or-

No Problems. The clubhouse was in good condition and ready for rental.