

Bride: _____

Date of Event: _____

The Apple Barn at the Valle Crucis Conference Center Post-Event Cleaning Agreement

The Valle Crucis Conference Center is pleased to offer event and wedding planners the convenient option of booking after-event cleaning service through us.

After-event cleaning includes:

- Trash pick-up and removal
- Decorations from eaves removed
- Chairs and tables put away
- Hospitality area cleaned
- Floor swept
- Bathrooms cleaned
- Outdoor area trash disposed of

After-event cleaning does *not* include:

- Storage of decorative or personal items for later pick up
- Storage or return of catering supplies
- Disposal of large amounts of leftover food

Please remove all decorations and personal items (cake toppers, flowers, table decorations, etc.) before you leave. We cannot be responsible for determining which decorations are keepsakes.

Fee for after-event cleaning is \$200, payable by check 30 days prior to the event.

- If damage (including large amounts of spilled drinks, vomit or other unsavory fluids, or evidence of negligence or abuse to the property) is noted, please expect to have further fees deducted from your deposit.
- **Checks should be made out to Deana Coleman.**
- ***Please return a copy of this form with payment in full no later than 30 days prior to your event.***
- Keep a copy of this agreement at the event for your reference. Contact numbers for staff are on the back.
- Please note that all events must end no later than 11:00 p.m.

Post-Event Cleaning Agreement

Name of person booking service: _____

For event on _____ (date)

(signature)

(today's date)

Responsible party at the event (bride, event planner, etc.)

Name: _____ Same as above

Contact Number: _____

Bride: _____

Date of Event: _____

Numbers to keep on hand (in order of precedence for after-event cleaning):

Deana Coleman, Head of Housekeeping	(828) 964-7941
Dale Townsend, Property Manager	(828) 964-2378
Margaret Love, Executive Director	(828) 260-1126
Wendell Seaver, Business Manager	(828) 964-4740
Administrative Office	(828) 963-4453