

Renters' Checklist for Items Needed for Event

The following items are not supplied by the Historic Ballenger House and may be needed by the renter:

- Garbage bags
- Paper towels
- Candles
- Paper napkins
- Other disposable items needed
- Table cloths
- Vases

Renters' Checklist for closing House after Event

- 1) All tables and chairs must be broken down and stored in proper place
- 2) Rented table cloths and small glass vases must be placed on the dining room table
- 3) Furnishings and rugs must be replaced exactly as in pictures taken by renter and house manager prior to the event
- 4) Cleaning is required e.g. floors and rugs vacuumed, tables and counters wiped down, etc.
- 5) Range and oven must be clean and most importantly turned off
- 6) All hurricane candle shades and trays (on window sills) must be cleaned of wax and smoke
- 7) All house dishes and utensils must be cleaned, dried and returned to their proper place
- 8) Coffee grounds must be placed in garbage and not in sink/disposal
- 9) All perishable food must be removed from the Ballenger House
- 10) All garbage must be bagged and placed outside in the green trash can
- 11) All lights will be turned off
- 12) All windows and doors will be closed and locked
- 13) Reset the thermostat to the original setting. Whether it is the heat or the AC, it will be set on a conservative setting for the house
- 14) Reactivate the burglar alarm
- 15) Return key(s) to the SWC Representative