



HISTORIC BALLENGER HOUSE

212 E South 3rd St

Seneca, SC 29678

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

Renters' Checklist for closing House after Event

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

Keep this sheet for information.