

# Check-Out/Security Instructions

- Turn off all lights and equipment.** Bathrooms, event center, cafe and kitchen. TVs, projector, sound equipment, light switches on stage, etc. Place all electronics in the bin provided (if used).
- Lock the main entrance and cafe doors.** To lock the cafe door you have to pull it back towards you. You can exit out any of the other North doors as they are already locked from the outside.
- Text Tamra as soon as you leave!!! 801-477-7792**  
If you text late or are out of the building late you will be charged the late fee of \$3 per minute after your check out time. If you fail to notify at all there will be a \$100 fee.

## Cleaning Checklist

- Put back couches, tables, chairs, etc to the place you found them.**
- Wipe down all tables, glass bar counters and kitchen counters.** Use the spray cleaners and clean wash rags in the kitchen. Put the soiled rags in the dirty towels bin under the dishwasher table.
- Sweep/mop the floors.** Brooms, dustpans and mops are found in the dishwasher area in the kitchen.  
**Mop up any spills and put mop back in the bucket.** If there are no spills, don't worry about it!
- Take out all the trash including in the bathrooms.** There is a red dumpster outside on the east side of the building. Close the dumpster doors after throwing trash inside. **Put new liners in all trash cans that were emptied.**
- Clean up trash you drop or spills you make outside of the building. (sparklers, drinks, food etc.)**  
**ADD-ON ITEMS**
  - Spray any food stains on tablecloths and leave on tables to soak.** Throw away all garbage/food from on top of the tables. **If chair linens were used, leave them on the chairs.**
  - Put extra decor items used back in the appropriate bin.** Please leave the storage closet clean!
  - Clean off any kitchen items used.** Scrape off food and rinse. Put in blue dishwasher trays.

*Any items listed above that are either not completed or are partially done will incur a deduction from your deposit. The booking party for the event is responsible for the completion of the cleaning items in order to ensure there will be no charge for the Security & Cleaning Fee.*

I understand and agree to follow these instructions or pay the cleaning fee.

Signature \_\_\_\_\_

Manager - Tamra 801-477-7792  
Assistant Manager - Amanda 801-361-2319

# Alcohol Use Policy

## Emerald Eve Event Center

**\$200** Alcohol Fee for “Party Supervision” which means one member of our staff will stay to supervise. It must be arranged with the manager at Emerald Eve.

The following conditions must be met:

- Renter must contract with a licensed and insured bartending service for the event.
- Renter is responsible to make all guests aware of the alcohol policies.
- All alcohol must be dispensed by the bartender during the event time block.
- Self-service of alcohol is NOT allowed and all alcohol must be under the supervision of the bartender. No outside alcohol allowed on property.
- No alcohol is to be sold. No cash bars.
- No drinks served will be over 15% ABV. Drunkenness is NOT allowed.
- Hard liquor can only be served in a mixed drink.
- All State Liquor Laws will be followed.
- Serving to or the drinking of alcohol to underage persons is not allowed.
- Bar must be shut down one hour prior to the end of the rental agreement to allow for timely clean up.
- Alcohol served in the building must be consumed during the private event and is not allowed to be taken outside.
- Renter and guests are responsible for all consequences of consuming alcohol during the event. Emerald Eve Event Center is exempt from any liabilities.
- Immediate termination of an event or removal of an offender may occur if policies are not upheld.
- Cleaning/security deposit may be forfeited or additional fines given if police are called to take care of any problems.

This contract becomes binding upon signatures of both parties. By signing below the signer agrees to all terms and conditions of this contract:

Renter \_\_\_\_\_

Date \_\_\_\_\_

Emerald Eve Event Center Manager

\_\_\_\_\_

Date \_\_\_\_\_

No alcohol will be at my event. I understand I will be fined \$1000 if any evidence of alcohol is found.

Signature \_\_\_\_\_

Date \_\_\_\_\_