



Northwood Community Development District

27248 Big Sur Drive, Wesley Chapel, FL 33544 (813) 991 - 1155

Rentor's Northwood Event Check Off List

(for your personal use)

Please remind your guests there is no parking on the grass!

Rental Name: _____ Contact Number: _____

Date/Time of Event: _____.

- Clean all counter tops and all kitchen appliances that were used during your event.
- Clean all tables off making sure that there is no stickiness or food left behind.
- Check bathrooms for left party décor/garbage
- Sweep concrete floors and vacuum all carpet areas
- Remove all food brought in for event
- Furniture/Décor replaced to original position (unless directed otherwise)
- Banquet tables and chairs returned to storage area unless otherwise directed. All furniture must be moved around the dance floor as dragging furniture across the dance floor will scratch and damage the floor. If you are seen (smile you are on video) dragging furniture across the dance floor, it will result in a forfeited deposit.
- Replace indoor garbage cans with clear bags and **take garbage with you** (black bags under sink provided for you to take trash home)
- Air must be turned to 78 degrees in the summer before leaving
- If outdoor area was used by guests, please make sure no garbage was left behind including plastic cups, napkins, cigarette butts, confetti etc.
- Party Key along with this form left in top right hand draw of bookcase, all lights out and lock front and side door.

It is the responsibility of the person renting the clubhouse to ensure that the Clubhouse and all of its appliances, floors, furniture and counter tops are left clean and in sanitary condition. Also that the trash will be bagged and removed prior to departure. The Northwood CDD can and will retain your deposit if you do not comply with this list.

I hope your event was/is wonderful, and if you have a question or an issue during your rental, please text me at 727 247 5790.

Thank you

Cindy Hesselbirg
Clubhouse Manager Manager