

Wildwood Victorian Gardens and Wildwood Classroom

Rented by _____ for event on _____ (date)

Clean-up after an event must take place before 10 am the morning after the event.

Please be aware that Wildwood Staff are city employees and are not available to help with wedding setup or other miscellaneous wedding details for your event.

The rental of this property does not include the inside of the gift shop located in the Historic Barn or access to the Historic Wildwood House. Please do not crowd these buildings, as they must be open and clear for Wildwood guests.

This checklist is to be completed when cleaning up after an event and turned in to city hall staff before the damage deposit can be refunded. Wildwood staff will also complete a duplicate of this checklist to determine if the rules have been followed. Return of the deposit is contingent on approval by the Wildwood Staff. Failure to complete all clean-up listed below will result in the forfeiture of the damage deposit.

The Wildwood Victorian Gardens are cleaned and trimmed on a regular basis and were in good condition the day of the event. It is important that the area is returned to its original condition after an event.

_____ All furniture returned to its original positions. No statuary was moved. No potted plants were moved.

_____ Guests visiting the Historic Home and the Gift Shop were not denied access to the property.

_____ There were no alcoholic beverages brought onto the Wildwood property. There were no alcoholic beverages consumed on the property. This includes the garden and the classroom and the areas surrounding. Alcoholic beverages are not permitted on this property. It is illegal.

_____ All equipment, including chairs, tables, and the sound system brought onto the property are removed.

_____ All decorations have been removed. No staples and no tape were used.

_____ There is no damage to the property. This includes the restrooms, the classroom, the plants, the garden décor, and the statuary in the garden and Wildwood grounds. All areas are in original condition.

_____ All litter, including decorations, handouts, and cigarette butts are removed from the property. No garbage was placed in Wildwood garbage cans. No garbage was placed in the fenced-in area designated with a "Keep Out" sign. Artificial flower petals on walkways were picked up and disposed of properly.

_____ Cars were not parked in the grassy areas.

_____ No flowers were picked out of the garden or out of the flower beds on the property.

_____ No rice, birdseed, and/or confetti was used.

_____ Litter and personal belongings were removed from the classroom and restrooms. These areas were left in their original condition. Heat or A/C in the classroom was returned to its original setting as indicated.

----- OFFICE USE -----

Signature of Wildwood staff _____ Date _____