

# Cretan Cultural Center

## Facility Rental Checklist

	Initial
• Hall rental includes use of Bar/ Ice Machine & one refrigerator.	
• Decorating is mostly limited to table decorations. No decorations on the walls or hanging from the ceiling. Use of helium balloons is allowed, but discouraged. Freestanding decorations are allowed but cannot be damaging to the building.	
• The lessee is required to remove all items immediately after your function unless other arrangements have been made. This includes but is not limited to trash, decorations, etc.	
• The number of chairs determines the Set-Up & cleaning fee.	
• One week prior to use, the Lessee must submit a layout of the room set up.	
• Cooking is not allowed. Food must be prepared off site, unless otherwise approved by the Center Supervisor. Please make sure your food server is aware of this. There is an extra fee for use of the kitchen.	
• All kitchen surfaces must be cleaned after use. This includes food spilled in the refrigerator.	
• DO NOT put any grease, lettuce, coffee grounds, corks or metal objects in the sinks.	
• Rental room shall be left BROOM CLEAN at end of event.	
• You must bring your own garbage bags. Lessee is responsible for bagging and removing all trash contents from the kitchen.	
• The Lessee is responsible for shutting off all air conditioning units.	
• The Lessee is responsible should any damage of the building occur. If such damage does occur, the cost of any broken, missing or damaged items will be billed to the Lessee that exceeds the \$250 refundable security deposit.	
• Rice, birdseed and bubbles are NOT allowed inside the facility.	
• Smoking is not allowed inside any part of the building.	
• The Lessee is responsible for the actions of the caterer(s) and any vendor(s), as well as the guests.	

*I acknowledge and understand all above policies and procedures.*

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessor of Cretan Cultural Center

\_\_\_\_\_  
Date