

The Filter Building at White Rock Lake

Catering Breakdown Checklist

Event Name: _____ Event Date: _____

All items on this checklist must be completed within one hour of the event end time.

1. Clean up all food from food service areas and guest tables/chairs.
2. Sweep floors in party area and break room/staging areas.
3. Mop break room/staging area floors.
4. All dishes and trash must be picked up.
5. Caterer must remove trash from site. No trash can be left in or outside the building.
6. Wipe down all counters in break room/staging areas.
7. Rinse out all trash cans and leave upside down to drain on service ramp. No stacking.
8. Rinse out sink.

CLIENT WILL BE SUBJECT TO ADDITIONAL CHARGES IF ANY ITEMS ON THE CHECKLIST ARE HANDLED IMPROPERLY.