



P.O. Box 1572
2233 North US Highway 281
Blanco, Texas 78606-5345
(830) 833-2713
office@gemofthehills.org

PAVILION RENTAL CHECKOUT SHEET
(This Signed form is required for Refund of Security Deposit)

Please read this before your event!

This worksheet has been prepared for you to help ensure the success of your event and the return of your deposit check. Please check off the following clean up items as they are completed:

- Trash:** Remove all trash. Make sure all outside trash is picked up and all trash is removed from both restrooms. Secure all garbage in bags. Take all the bags with you, or take your bags to the green trash cans located at Gem of the Hills Main Facility located just north of the pavilion driveway on 281. Be sure the cans are securely closed with lids down. If your event is on Sunday night, roll the cans to the highway and place next to highway at the mail box.
- Clean-up:** Clean kitchen counters, stove and oven, making sure oven /stove top is off, refrigerator/freezer doors are securely closed and all wooden picnic tables are under covered area.
- Turn off all Lights:** Turn off all the lights, including bathroom lights, before you lock up.
- Lock Up:** *Leave this form (signed by you) on the kitchen counter.* Double check that you have all your belongings and that everyone is out.

Please make sure that all trash is removed from the restrooms, no toilets or faucets are running, the lights are off and then lock the kitchen serving window and door, both bathroom doors, and then lock the gate as the last car leaves using the lock you'll find on the gate chain.

Clean-up/Lock-up completed by: _____

Signature: _____

Phone: _____

Comments:

Thank you for renting with us. Upon inspection of the premises for compliance with the contract, licensee's security deposit, less any charges, will be mailed to the person and address given on the contract unless you instruct us otherwise.

IN EMERGENCY call 911 and let them know you are at the Gem of the Hills Pavilion located at 2233 HWY 281 **AND** the entrance gate is a caliche driveway immediately north of NAPA Auto Parts.