

WOODLAND PARKE PAVILION CHECKLIST

In order to process your refund, check complete in full, sign, date and return to:

MAY Management Services, Inc.
475 West Town Place Suite # 112
St. Augustine, Florida 32259
ATTN: Jennifer McCall

PH: (904) 940-1002
FAX: (904) 940-1202

NOTE: This checklist must be returned within four (4) weeks after the date of your function or you will forfeit your deposit.

- _____ Properly bag and collect all garbage and refuse.
Place it in the trash holding area (next to the facilities building)
- _____ Place a clean trash bag in all receptacles that were used
- _____ Clear and properly wipe down all tables and benches
- _____ Clear all areas around and underneath the tables
- _____ Clear all cigarette receptacles that were used
- _____ Clean all barbeque grills that were used
- _____ Remove all party decorations
- _____ Make sure any area used by an outside vendor is restored to the condition that it was found. Please note that you will be held responsible for any damages or problems caused by outside vendors.

**IMMEDIATELY REPORT ANY IRREGULARITIES AT THIS FACILITY TO MAY
MAY MANAGEMENT SERVICES, INC.. THIS IS VERY IMPORTANT AND WILL
PREVENT YOU FROM BEING HELD RESPONSIBLE FOR ANY
DAMAGES/IRREGULARITIES CAUSED BY A PREVIOUS GROUP.**

Signature

Date

Address