



Rental Pick up/Return Checklist

If your return date no longer works, please advise 24 hours before and reschedule immediately.
Items must be returned to The Shop at 20244 W Mill Road, Galesville WI.

Prior to your event:

- ☐ Inspect all linens (tablecloths and napkins)
- ☐ Wash all glasses and dishware - including utensils
 - For vintage dishware - DO NOT PUT IN DISHWASHER
- ☐ Count all items (including linens) to confirm number on Rental List was received
- ☐ Confirm there are no chips or cracks in glassware, votives, etc.

After your event:

- ☐ Return items in an organized manner
- ☐ Wash all dishes and utensils - must be completely dry
- ☐ For vintage dishware - **HAND WASH ONLY; DO NOT PUT IN DISHWASHER**
- ☐ Wash, dry, and neatly fold all linens including chair covers and table runners
- ☐ Remove food/stains from chargers or placemats - **HAND WASH ONLY**
- ☐ Remove all wax and candles from candle holders/votives
- ☐ All water emptied from vases
- ☐ Place table numbers back in individual ziplock bags
- ☐ Place frames back in protective envelope
- ☐ Clean/vacuumed all rugs and furniture
- ☐ Advise if items have been lost or broken PRIOR to return

Thank you so much for renting with AliLou Events!