

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
\square Count all items (including linens) to confirm number on Rental List was received
\square 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
\square Wash, dry, and <u>neatly</u> 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 <u>PRIOR</u> to return