



City of Benicia Parks and Community Services Department
370 East L Street • Benicia, CA 94510 • Phone (707) 746-4285 • Fax (707) 747-8118

CONFIRMATION OF CLEANING SERVICE OPTION

I _____ agree to allow Benicia Parks and Community Services to schedule the cleaning of the Clock Tower after my rental. I understand my responsibilities will be as noted below, in order to leave the facility free of any event related decorations, food, supplies, or equipment.

- Event must end 1-1.5 hours prior to end of rental time to allow for event breakdown (if you have a DJ and/or extensive décor, plan for 1.5-2 hours)
- Clear kitchen of all event supplies and food, including fridge and sinks.
- Clear bar area of all event supplies and garbage.
- Ensure that all debris in bathroom is placed in garbage receptacle.
- Ensure that all decorations are taken down and all garbage is in a receptacle.
- Remove all rented equipment from facility, including additional rented tables and chairs
- Clear parking lot of garbage.
- Walk through facility to check for damage.

I understand that I do not need to be present during the time that the cleaning company is there or pay for the rental of the facility during the cleaning. I understand that the cost of this service is \$656.00 payable to Benicia Park and Community services no less than 30 days prior to the event.

Signature of Renter

Date

FOR STAFF USE ONLY

Date of Event: _____ End time of Event: _____

Type of Event: _____

Number of attendees: _____ Alcohol Food

Date scheduled with PBM: _____ Date Confirmation was received: _____