

HALL CHECKLIST

NAME: _____

DATE: _____

TIME: _____

Please place a check next to the explanation if it was satisfactory upon your inspection.

Were the floors swept and mopped? _____

Was the kitchen clean? _____

Were the bathrooms clean? _____

Were the tables and chairs put away? _____

Please call Keith Wehmhoefer at: 715-520-0364, or William Hallock at: 715-520-0365 if you have any questions about the condition of the hall during your inspection or when you arrive.

TO THE VILLAGE CLERK:

I HAVE EXAMINED THE MINONG VILLAGE HALL AFTER THE FOLLOWING EVENT

AND HAVE FOUND THE FOLLOWING THINGS LEFT UNDONE:

OR HAVE FOUND THE FOLLOWING DAMAGES:

Amount of Security deposit to be returned: \$ _____

Has key been returned to Village of Minong Yes _____ No _____

Hall inspected by: _____ DATE _____