

# WOODLAND PARKE PAVILION CHECKLIST

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

**Marsh Landing Management Company**  
**Attn: Ann Canty**  
**4200 Marsh Landing Boulevard, Suite 200**  
**Jacksonville Beach, Florida 32250**

PH: (904) 273-3033  
FAX: (904) 273-0933

**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 MARSH LANDING MANAGEMENT COMPANY. THIS IS VERY IMPORTANT AND WILL PREVENT YOU FROM BEING HELD RESPONSIBLE FOR ANY DAMAGES/IRREGULARITIES CAUSED BY A PREVIOUS GROUP.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address