
Checklist of Rental Facility between Town of Mountainair & John Doe

PRE-EVENT CHECKLIST

Date: _____ Time: _____ am / pm

Cleanliness

Rental Facility Main Area: _____

Rental Facility Bathrooms: _____

Rental Facility Other: _____

Rental Facility Exterior Grounds: _____

Roadway and/or Alleys: _____

Neighboring Properties: _____

Client Notes: _____

Equipment

Number of Tables: _____

Number of Chairs: _____

Other Equipment that May Apply: _____

Was Equipment Properly Stored: _____

Client Notes: _____

Damage

Building: _____

Equipment: _____

Other: _____

Please take photographs of damage that you notice prior to signing below. Photos will be verified with date and time.
Additional Notes can be put on the back of this form. If you put notes on the back, please initial below your notes.

Client: _____ Date: _____

Town Representative: _____ Date: _____

Photos will be taken by Town Representative as well during pre-event and post-event inspection.