



Sevierville Civic Center
Cleaning Fee

**Please adhere to the following rules below when utilizing the
Sevierville Civic Center for your event:**

1. Prior to your event, the room will be inspected and any pre-existing conditions will be noted. A \$100.00 refundable Cleaning Fee Deposit is required be paid on the day of the event.
2. If ***any*** spills happen to occur during your event, please notify the attendant working **immediately** so that they can be cleaned up and treated right away.
3. Any group that does not notify the staff of any spills/stains on the carpet or floor before leaving will automatically lose their cleaning fee deposit.
4. Any items that require a hold over after the event, **MUST** be approved by management 48 hours prior the event. If no notice is given and items are left overnight this will result in automatic loss of cleaning fee deposit.
5. Decorations, Pinata's and Bounce Houses must be approved by management, the items below are **NOT** allowed for use in the Sevierville Civic Center:
 - NO Glitter
 - NO Confetti
 - NO Open Flames (battery-operated candles only).
 - NO Duct Tape is to be used at all.
 - NO Tape of ANY kind is to be used on the floor.
 - NO Silly String
 - NO Play Dough
 - NO Sand
 - NO Paint

**Use of any of the items listed above, damage to the room or property and if
extensive cleaning is required by the Civic Center staff it will result in automatic
loss of cleaning fee deposit.**

We appreciate your assistance with this and hope your event here is enjoyable! ☺

Signed by: _____

(Renter of Facility)

Attach to Contract