

## **\*\*Explanation of Services\*\***

**Set Up** – The tables and chairs will be arranged by the staff to your specifications.

**Clean Up** – The staff will provide clean up following your event. The only cleaning you will be required to do is to properly dispose of any food and/or drink items in designated containers following your event.

**Event Coordination** – We will arrange the décor, catering and/or entertainment for your event. You provide us with your budget and expectations and we will make all necessary arrangements to your specifications. ***Final approval of plans, cost and menu must be approved in writing by you at least one week prior to your event.***

**Chair Massages** – We will arrange for your guests to receive chair massages by our trained staff. Each guest's massage will be XX minutes in duration. The initial hour with set up will be \$120. Each additional hour will be \$90.

If you have any questions or would like to know about our other Well Services, please let us know how we can help you.

## CLEAN UP CHECK LIST

\_\_\_\_\_ Garbage disposed of in the designated containers. Two containers will be provided. Any garbage that cannot be placed into these two containers must be hauled off by the Lessee and disposed of properly. Any food or drink items MUST be placed in the garbage outside or hauled away.

\_\_\_\_\_ Decorations and any items used to hang the decorations must be completely removed.

\_\_\_\_\_ Tables and chairs must be wiped clean and returned to their designated storage areas. Tables and stacking chairs should be returned to the storage area and the bamboo chairs lined up against the walls.

\_\_\_\_\_ Floors should be thoroughly swept and mopped with the supplies provided. Care should be taken whenever food and drink are served. The space must be free of all debris from the event.

\_\_\_\_\_ The Conference Room air conditioner must be turned off at the conclusion of the event.

\_\_\_\_\_ If the pool area is used, pool toys and furniture must be replaced and the umbrella must be returned to the closed position.

\_\_\_\_\_ The pool area and walkways should be cleared of debris and all garbage placed behind the fence wall at the end of the pool area.

Failure to properly restore the space may result in loss of your deposit.