



Event Walkthrough Checklist

VERSION 1 · OCTOBER 2026

Completed with the Renter at the start and the end of every rental. Note anything already damaged before the event begins, so the security deposit is handled fairly.

I. Event

<input type="text"/>	<input type="text"/>
Renter	Event date
<input type="text"/>	<input type="text"/>
Room(s)	Renter contact on site and phone
<input type="text"/>	<input type="text"/>
Event lead (Thread & Vine)	Expected guests

2. The rooms

Item	Before	After	Notes and existing damage
Floors clean, no stains or scratches	☐	☐	
Brick and timber unmarked, nothing attached	☐	☐	
Windows and curtains undamaged, curtains in place	☐	☐	
Tables and chairs counted: ____ tables, ____ chairs	☐	☐	
Stage and steps clear and undamaged	☐	☐	
Lights and dimmers working	☐	☐	
Doors, locks and fire exits clear and working	☐	☐	

3. Kitchen, bar and Bobbin

Item	Before	After	Notes and existing damage
Counters and sinks wiped down	☐	☐	
Refrigerators emptied of event items	☐	☐	
No food or drink left behind	☐	☐	
Equipment returned to its place	☐	☐	

4. Restrooms

Item	Before	After	Notes and existing damage
Clean and stocked at start	☐	☐	
No damage to fixtures	☐	☐	
Checked for left items at end	☐	☐	

5. Outside and the Deck

Item	Before	After	Notes and existing damage
Deck clear, furniture in place	☐	☐	
No trash or glass in parking areas	☐	☐	
Entrances clear of décor and signs	☐	☐	
Trash bagged and taken to the dumpster	☐	☐	

6. Equipment

Item	Before	After	Notes and existing damage
Sound system and microphones returned	☐	☐	
Stage lights off	☐	☐	
Projector, screen and cables returned	☐	☐	
Venue keys or fobs returned: ____	☐	☐	

7. Rules and safety

Check	OK	Notes
Vendor certificates of insurance on file	☐	
Event insurance certificate on file (if required)	☐	
Licensed bartender present (if alcohol)	☐	
Security officers present (if required)	☐	
Guest count within room capacity	☐	
No confetti, glitter, open flame or tape on brick or timber	☐	
Ended on time; load-out complete by ____	☐	

8. Result

☐ No issues. Full security deposit returned. ☐ Deductions noted below.

Deduction	Amount
Extra cleaning	_____
Overtime	_____
Damage or repair	_____
Missing items	_____
Other	_____

BEFORE THE EVENT

Renter signature and time

Event lead signature

AFTER THE EVENT

Renter signature and time

Event lead signature