



LCW RENTERS' RULES

- 1) **RENTAL CONTRACT** - The person responsible for the rental must complete and **sign** the Rental Contract, and return it to the Rental Coordinator.

- 2) **FURNITURE** - Furniture may be moved to accommodate your meeting needs. However, all furniture and equipment must be **PICKED UP** and carried to its new location. **Furniture, tables, or chairs are NOT to be dragged across the floors.** All furniture must be returned to the original location at the end of your meeting. (See Renters' Binder with Layout)

- 3) **CATERING EQUIPMENT** - Coffee urn, tea urn, cups & saucers, and dishes for your use are located on the right side of the Butler's Pantry in the unlocked cabinets. Cutlery is in the two top drawers on the left side of the pantry. There are two kettles for your use in the kitchen. **No other equipment in the green cabinets in the kitchen may be used.** Please wash all dishes and cutlery you use and return them to their original locations. **The kitchen is not open between the hours of 5:30 to 6:30 p.m. unless previously arranged.**

- 4) **GARBAGE DISPOSAL** – Labelled boxes are in the kitchen. Separate your garbage and place in the appropriate location.

- 5) **SECURITY** – Day renters will use the Ramp Door for entry and egress, and it must be locked at all times. If people will be coming and going during the event, please have someone on door duty. On leaving, lock the door, return the key to the Lock Box, scramble the numbers, and close the box. (There is a fee of \$75 for lost keys.)

6. **BEFORE LEAVING THE HOUSE** – Please ensure the following:
 - The stove is turned off
 - Dishes and cutlery are washed and returned to their original location, and taps are turned off

- Furniture is returned to its original location in the manner described above
 - Lights are turned off
 - Ramp door is locked and the key returned to the Lock Box (see item 5).
7. **NO OPEN FLAMES AND NO SMOKING ON THE PREMISES.** This Heritage property is 100% smoke free. No open flame of any kind is allowed at any time. **There is no smoking on the property.**
8. **ACTIVITY – These premises have proven unsuitable for evening parties that include loud music and/or dancing. The building is partially residential, and events must end no later than 10:30pm.**

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