



## LOCAL COUNCIL OF WOMEN, HALIFAX

989 Young Avenue  
Halifax, NS B3H 2V9

### LCW RENTERS' RULES

(902) 830-9388  
[info@lcwhalifax.ca](mailto:info@lcwhalifax.ca)  
[www.lcwhalifax.ca](http://www.lcwhalifax.ca)

1) **RENTAL CONTRACT** - The person responsible for the rental must complete and sign the Rental Contract, and return it to the Rental Coordinator. **NOTE:** if liquor will be served or sold, the renter must obtain a Special Occasions License and attach a copy to the rental contract.

2) **FURNITURE** - Furniture may be moved to accommodate your rental needs. We ask that all furniture and equipment be **picked up** and carried to its new location to make sure there are no scratches on the floor. Please return to its original location when you are finished in the space.  
**You can roll up the carpet and move it to the side, but please place it back on the floor when you are finished.**

3) **CATERING EQUIPMENT** - Coffee urn, tea urn, cups & saucers, and dishes are located in the unlocked cabinets on the right side of the Butler's Pantry. 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 of the kitchen is available without prior approval by the Rental Coordinator.** The kitchen is a shared space, so please wash, dry, and put away all dishes and cutlery you use.

4) **GARBAGE DISPOSAL** - Labelled receptacles are in the kitchen. Please sort your garbage and place it in the appropriate location.

5) **ACCESS TO THE SPACE** - Renters are to use the Ramp Door for entry and egress, 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** - Please ensure the following :

- The stove is turned off
- Dishes and cutlery are washed, dried, and put away 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.  
**Please contact the Rental Coordinator if your event will have smudging, we have a Smudging Policy in place.**

8) **ACTIVITY** - We have monthly tenants in the other part of the building. Please let the rental coordinator know if your event may have sounds that would travel outside of the community room ( music, dancing, etc) so we can let the tenants know.

The Accessible Washroom, located in your rental space, is shared with tenants who require access. They will enter through the kitchen and leave as soon as they are finished.

Our space is in a residential area, and we need to be kind, considerate neighbours. All bookings end by midnight.

#### CANCELLATION POLICY:

We kindly ask that you provide us with at least 48 hours' notice of cancellation.  
We reserve the right to charge for any rentals that are canceled without notice.

