



# RENTAL CONTRACT

ORGANIZATION / PERSON:

DATE(S) AND TIME(S) REQUIRED:

TYPE OF EVENT:

NUMBER OF GUESTS/PARTICIPANTS EXPECTED:

SERVICES REQUIRED: (TABLE, CHAIRS, DISHES, ETC.)

WILL FOOD BE SERVED? YES  NO

WILL ALCOHOL BE SERVED? YES  NO

**IF YES, RENTERS MUST OBTAIN A SPECIAL OCCASION LIQUOR LICENSE, A COPY MUST BE ATTACHED TO THIS FORM, AND A COPY MUST BE AVAILABLE ON-SITE DURING THE EVENT.**

BY SIGNING THIS CONTRACT, I AGREE TO:

- **Remain within my designated rental area and utilize only the rooms and equipment specified in this agreement.**
- **Not entering any office, even if doors are open**
- **Inform my guests of these guidelines and ensure their compliance.**

I HAVE READ AND AGREE TO THE RULES ATTACHED TO THIS RENTAL CONTRACT (PAGE 1)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

PERSON RESPONSIBLE FOR PREMISES:

ADDRESS:

PHONE:

CELL:

EMAIL:

LCW MEMBER: YES  NO



## RENTAL RULES & GUIDELINES

**RENTAL RATES: \$40/HR \$125 PER HALF DAY(UP TO 6 HRS) \$200 PER FULL DAY (OVER 6 HRS)**

*\*reduced rental rates available for members of the Local Council of Women and Non-Profit Organizations*

**If you are requesting In-Kind Support Services, please submit the additional form with your rental contract**

**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.**

### 1) Rental Contract, Rules & Guidelines

- Please complete and sign the Rental Contract and return it to the Rental Coordinator.
- Rooms outside of your rental area are off-limits,
- All renters and guests must remain within the rental areas, as all businesses in the house require privacy. For tours, contact the Rental Coordinator.

### 2) Furniture

- Furniture and carpets may be moved but must be picked up and carried (not dragged) and returned to their original locations before leaving.
- All furniture must remain in the designated rental space and may not be moved to other areas of the house

### 3) Kitchen Use & 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.
- Please only use items you have been permitted to use labeled 'LCW'; anything with a different label shouldn't be touched without prior consent from the rental coordinator.

**The kitchen is a shared space— it is your responsibility to wash, dry, and put away all items after use.**

### 4) Garbage & Clean-Up

- Sort garbage, recycling, and compost using labeled receptacles provided in kitchen

### 5) Access & Security

- Only use the Ramp Door for entry and exit. Keep it locked at all times.
- At the end of your rental: lock the door, return the key to the lockbox, and close the box.
- Lost key fee: \$75

### 6) Safety Rules

- No smoking anywhere on the property.
- No open flames are permitted.
- Smudging ceremonies may be arranged with the Rental Coordinator (special policy applies).

### 7) Winter Ramp Maintenance

- During winter months, renters are responsible for ensuring the ramp is fully cleared of snow and safe for use before their event.
- Ice salt is available in the large bin at the bottom of the ramp and inside the ramp door.
- A shovel should be kept inside the ramp door and at the bottom of the ramp to assist with snow removal.

### 8) Activity & Shared Space

- Inform the Rental Coordinator if your event includes music, dancing, or other loud activities so tenants can be notified.
- The accessible washroom in the rental space is shared; tenants may briefly pass through the kitchen to access it.
- Please be considerate of our office tenants sharing this house as well as our residential neighbours.
- All events must end by 11:30pm in accordance with the HRM Bylaw

### 9) 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.