

## Equipment & Supplies List for Renters

EQUIPMENT	Storage Location
Air conditioner remote control	<i>contact Rental Agent</i>
Champagne Glasses	<i>contact Rental Agent; additional fees apply</i>
Candle holders, Centerpieces (various)	
<u>Kitchen Tools</u> Dishware, Cutlery, Serving Dishes, Coffee Urns, etc	see list posted in kitchen
Podium	Stage or cloakroom
Projector Screen	Hanging in main hall
Tablecloths (white)	<i>contact Rental Agent; additional fees apply</i>
<u>Tables &amp; Chairs</u> 8 x 6 ft. tables 5 x 5 ft tables 5 x 4 ft tables ~ 90 chairs	storage closets, main hall
Telephone & WiFi	<i>Not available</i>
Whiteboard	<i>contact Rental Agent</i>

CLEANING Supplies	Storage Location
Dishwashing liquid, Bleach, Glass cleaner	under the kitchen sink
Dishcloths, Dishgloves	see list posted in kitchen
Paper towels	Under the sink in the ladies' bathroom
Toilet paper	
Brooms, Dustpan	storage closet, main hall
Vacuum, Mop	back stairwell
Garbage Cans, Recycle Cans	
Garbage & Recycling Bags	under the (single) kitchen sink

Looking for something else?	<i>contact Rental Agent</i>
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