

# Ainsley House Information Sheet

## DAY OF EXPECTATIONS

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- The Ainsley House will provide an Event Site Supervisor to be on duty and to offer assistance.
- Their job duties consist of:
  - Attend rehearsals and help coordinate the ceremony if needed.
  - Oversee site set up by event vendors, and make sure vendors are following site policy guidelines.
  - Manage the timing of the event-alert the caterer, renter, or other necessary parties to begin clean up.
  - Oversee site clean-up, direct the caterer to the usable dumpster, and determine if clean-up is done thoroughly.
  - Direct guests to usable restrooms.
  - Unlock the Carriage House dressing room, the onsite restroom, and the Ainsley House when necessary.
  - Manage the Wedding Party in the Ainsley House for processional, recessional, and inside photography.
  - Monitor the DJ or band's noise level.
  - Keep the public outside from crashing the event.
  - Troubleshoot any problems that might arise.
- Any dangerous, unlawful, or unruly behaviour will be reported to you, the renter. You will be held liable for corrections.
- If the staff feels an event or use of the site is out of control, they will take the necessary corrective actions.
- The Ainsley House is open for public tours Fridays - Sundays, from 11 am to 3 pm. If an event is taking place during our public hours, we take every precaution to make sure that no tours of the Ainsley House will interfere with your event.
- DO NOT allow any of your vendors or guests to disturb our business or the volunteers responsible for tours.
  - That means not entering the Carriage House asking for restrooms, asking for assistance with set up, etc.
  - The Site Supervisor is the contact for your event.
- The Ainsley Garden will be locked. The Site Supervisor will unlock the garden for your vendors during your reserved rental time.
- We do have one changing room on site, located upstairs in the Carriage House.
  - Access to the changing room begins during your reserved rental time.
  - The space can accommodate 10 people.
  - Many people find that having hair and makeup done off-site is easier.
  - And, use the space for getting dressed only, as well as a secure safe space to keep purses or valuables.