

Properties Report— 2024 House Tour
Kate Damsgaard and Helen Dwyer

In early spring, Properties contacted Tom Hanlon to confirm that he was able to help move our equipment from storage to HT locations the morning of HT and also to pick up the same equipment late afternoon of HT. Island Rubbish was also reserved to pick HT garbage from all locations the afternoon of HT.

In early summer, the Properties committee conferred with HT co chairs, boutique and tea chairs to determine what equipment was needed at each of the six houses , Hadwen House where the tea was located and The Garden of the Sea where the boutique was located. HT chairs placed the rental order for the tables, chairs, tents required at Hadwen House and for the boutique. Properties were responsible for table clothes, garbage cans, umbrellas, card tables, etc. — all the equipment owned by NGC. Properties made a list of all equipment needed from storage for each location. (See attached. Because of rain forecast the day of the tour, we ultimately included plastic runway rolls and umbrella shelves for each house.

During the month of July, we accompanied various HT committee members to storage to retrieve material they needed.

The day before HT, Properties dropped off table clothes at Hadwen House and at Garden of the Sea so they would be ready for set up the next morning. Tents, tables and chairs were also delivered the day before HT.

The day of HT, Kate and Helen arrived at the storage unit at 7:00AM to start pulling equipment out to load on Tom Hanlon's truck. Tom and a helper arrived at 7:30AM. It took 30-40 minutes to load all the equipment and then we followed the truck to Hadwen House where we parked. We followed Tom's truck along Pleasant Street and helped unload equipment. NB Umbrella stands are very heavy. Tom set up the umbrellas at each location.

Kate and Helen then drove around the area with Ruth Klinck (Signage Chair) to place the bucket stands and NCG banners at 10 locations. The plastic buckets are flimsy, filled with kitty litter and then bags of sand to stabilize the banner. When reloading at the end of the day two of these buckets broke and spilled their contents. If using next year, be careful when handling it!

Properties were finished setting up by 9:30AM.

At 3:30PM, Properties met back at Hadwen House to start breaking down. Hanlon's truck was scheduled to start picking up equipment at 4:00PM. Island Rubbish was scheduled to pick up garbage at Hadwen House at 4:30PM. (Next year, perhaps get Tom Hanlon to pick up later at 4:15-4:30PM as there were tour goers at the Tea— their last stop.)

Kate and Helen supervised equipment pick up and then followed Tom Hanlon's truck back to the storage unit to unload and pack the unit. Helen took the table clothes home to launder. We will need another day to organize and consolidate tour items. (Think rain shelves from every location, bags of lanyards, rolls of paper towels, cups, etc.) All sorts of miscellany comes back to storage after these events! We left about 6:15PM for the day.

We tipped Tom Hanlon and his helper \$60 in the morning, and \$60 per helper in the afternoon. We tipped Island Rubbish \$60.