

# Dereham Centre Hall Rental

312901 Dereham Line

**Rental Fee - 85.00** including HST  
(effective Jan. 01, 2023)

Rental Date:

**Hall Capacity** 90 people maximum

Time of Arrival:

## Amenities Provided

- Fridge, gas stove and microwave
- Air conditioning
- The dishes and coffee pots are for in hall use only (No removal permitted)
- Cleaning products and brooms (located in kitchen storage closet)
- WiFi provided SWOX – Public WiFi, The password is **Public WiFi**

## Furnace Operation

Thermostat is located on right side as you go up onto stage.

**In-Floor Heating thermostat is located in entry way by panel. DO NOT TOUCH**

## Clean Up

- Bring own dish towel and dish cloths
- Kitchen to be cleaned and all dishes put away
- Fridge must be emptied of all food
- Sweep main hall and kitchen and entries
  - Use Bona mop for hardwood floors to mop spills
  - Use Spin mop for kitchen floor
  - Use upright vacuum for entry way and washrooms
- Clean bathrooms
  - Bathroom caddy provided
- Wipe and stack tables on cart provided in main hall
- Wipe and stack chairs no higher than 5 chairs

## Garbage

- Dereham Centre Hall has a user pay garbage system. Options are:
  - Take your garbage home with you
  - Bring your own tags
  - Purchase tags from the Township office at a cost of \$2.00 each
- Empty all garbage cans including bathrooms
- Garbage and recycling are to be placed in the bin outside at the front of the hall with red flag inserted upright

## When You Leave

- **Furnace temperature settings:**     **Summer - 24C**  
  **Winter – 16C**
- Leave bathroom doors open to prevent pipes from freezing
- Lock all doors and turn off all lights
- Toggle switch for automatic door opener to be left in "off" position
- Key can be dropped at the Township Office Mailbox (312915 Dereham Line) at any hour.

**NO SHOW fee of \$25.00** may be charged.

**I agree to all of the above conditions.**

Print Name	Signature
Contact phone number	Amount paid