Dereham Centre Hall Rental

312901 Dereham Line

Rental Fee - $100.00 including HST (effective Jan. 01, 2024)	Rental Date:

Hall Capacity 90 people maximum

Time of Arrival:

Amenities Provided

- Fridge, gas stove, industrial dishwasher 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**. PLEASE LEAVE AS IS**

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 into one large green garbage bag and place a tag on the bag.
- 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

HST # 10813 4347 RT0001

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Created: May 17, 2017
Revised: November 8, 2023