

Dereham Centre Hall Rental

312901 Dereham Line

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

Key to be picked up at the Township Office during business hours

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

Fire suppression fan needs to be on when using the stove top.

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 Dropbox (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