

Terms of Use for the Cheadle Community Hall

Cheadle Hall Renters

(Full weekend rental)

Thank you for choosing the Cheadle Hall for your function. The rent for the use of the facility is \$350.(weekend) Use of kitchen is charged extra. The damage deposit is \$500, which will be cashed and held until after your function is over and the hall is cleaned and damages are assessed. The rental time is for 36 hours, starting at 6:00 the day prior to your function and ending at 12:00 noon the day after your function.

To obtain the key to the hall, I will meet you at the hall and walk through it with you to ensure that we agree on the state in which you are renting the hall and go over any questions you may have. **LOSS OF HALL KEY VOIDS DAMAGE DEPOSIT.**

Prior to your function you may want to know these particulars:

1. Absolutely no camping or outdoor fires permitted.
2. The Cheadle hall is a non smoking facility.
3. Round tables are located in the left storage room next to the stage, as are the chairs. Rectangular tables are underneath the stage. There are 17 round tables. Table clothes can be rented for an extra charge of \$75.
4. The hall does not supply napkins, table paper, coffee, tea or condiments unless we are catering for you. There are also no glasses.
5. There is a dishwasher in the kitchen. Please read the instructions posted on the dishwasher prior to use and turn hot water tank to hot setting before using dishwasher. Please turn it back down to low after the dishes are done.
6. The thermostat can be adjusted if the hall is too cold. Please turn it back down to 18 when leaving.
7. No nails, tacks, etc. in the walls for decorating, Painters tape only please.
8. You must have obtained a liquor license if there is to be alcohol served at your function. The Cheadle lions club will also run a bar for a corkage fee. Please call Ray at 273-5262 for this service.
9. The Cheadle community club will cater for events. Our caterer is Joanne Teunissen and her number is 934-5628.
10. All dishcloths and towels are to be put in the small laundry basket under the large sink. Please do not take them home to wash yourselves.
11. The Cheadle hall is on a septic system. Please do not dispose of any feminine products or diapers in the toilet otherwise the system will backup. Strathmore Septic Service will come and remove these items for a fee that will be deducted from your damage deposit.
12. Instructions for operating the stove and fan are posted on the wall beside the stove.

13. The hall has a sound system for the use of its renters. It is located in the glass cabinet on the stage.
14. Items marked as property of the Cheadle Lions Club are not to be used.
15. Outside light switches are located in the furnace room along the right hand wall.

The hall needs to be cleaned after your function. This includes:

1. The fridge cleaned and all leftover taken with you. Please wipe out the cooler and leave the door open to air out.
2. All dishes washed and put away where they belong.
3. Garbage's emptied, including bathrooms, with new garbage bags in containers. The key to the dumpster hangs beside the back door in the kitchen. Please relock the dumpster.
4. Counters wiped off in kitchen and bar area. Tables wiped down before being put away. Tables are to be put back in proper places.
5. Stove cleaned.
6. All carpets vacuumed.
7. Bathrooms left neat and orderly.
8. Dance areas swept and mopped.
9. Chairs stacked in 15's in room left of stage.
10. Kitchens swept and mopped.
11. All decorations removed, including tape, etc.
12. Thermostat turned down to 18 degrees.
13. All doors shut and locked.
14. All lights turned off including lights at front of door outside.
15. The cleaning supplies will be found as follows:
 - mops, brooms, and vacuum are in the closet in the front entrance
 - cleaning supplies are in the kitchen under the large sink
 - Extra toilet paper is located in the bathrooms under the sink.

Failure to leave the hall in satisfactory condition will result in your damage deposit being used to pay for damages or cleaning. Cleaning charge will be \$100.—

Your damage deposit will also be held for 1 week after your function in order for the hall to be cleaned and any damages assessed. Payment for damages and cleaning will be deducted and you will be sent the balance.

If you have any questions please call (Joanne Teunissen) at 934-5628.

Other:

Rental fee must be received two weeks prior to event

Damage-deposit due at accepting key.

Cancellations: \$100 non-refundable deposit if cancelled within two weeks from event)

Payments in cash, certified-cheque or bank-draft