

Frequently Asked Questions

Before your rental

- How do I get the keys to the hall before my rental?
 - Our Facility Coordinator will call you to arrange a meeting time where he will provide you with a key, explain the necessary items for your rental, walk you through the building and answer any questions you may have. He will also arrange a place for you to leave the key at the end of your rental.
- Where can I load in larger items for my rental?
 - The building has two entries on the west side for easy loading, in addition to the main front door.
- Can I move in the night before my rental date?
 - This may be able to be arranged but is dependent on other rentals. There is a fee for this early access.
- How can I get a liquor licence for my event?
 - You will need to apply through AGLC for your own liquor licence. You will need your rental agreement as part of this process.



During your rental

Main spaces

- Room temperature
 - The thermostat is on the wall for each of our spaces. We maintain a temperature of 68 degrees. While the hall may feel cool, adding people to the room for your event will
 - raise the temperature of the space.
- Lights
 - Light switches are located in each space. In the main hall, they are on the large panel near the stage.
- Tables and chairs
 - Tables are available in the main hall under the stage in the pull out drawers. Chairs in the the storage room. In the Lodge Room, tables and chairs are in the storage closet in the west wall. Please use as you need and return at the end of your rental.

Kitchen

- The commercial kitchen is included in the Main Hall rental. It contains new ovens, a new dishwasher, commercial refrigerators and a commercial freezer.
- It is stocked with kitchen tools, dishware, and kitchen cookware.
- The new coffee maker uses 3/4 cup of coffee grounds per carafe.
- The renter will receive a kitchen key and an inventory of the items that are locked. Following the rental, if any items from the inventory are missing, the renter is responsible for the cost of replacement.
Note: If you are hiring a caterer, the renter is still responsible for missing kitchen items.

Kitchen Rules

- No smoking allowed in the kitchen or anywhere in the Community Centre.
- All dishes need to be washed and put away after your rental.
- All silverware needs to be washed and put away after your rental.
- Dishwasher needs to be emptied and the drain arm lifted to drain back holding area.
- Counters and serving carts need to be wiped down and cleaned.
- Sinks, stoves and grills all need to be cleaned.
- Sweep floor and spot mop all spills.
- All contents in refrigerator and freezer must be removed at the end of the rental.
- Garbage must be placed in dumpster on the west side of the building.
- Shut off lights and stove fans.
- Used dish towels can be placed in plastic laundry basket under dishwasher.

If these items are not completed, and extra cleaning is required, the renter will be charged for such, or forfeit their damage deposit.

The Claresholm Community Centre Association and management are not responsible for any injury or loss while using this facility.



Kitchen Inventory

In Locked Drawers:

- Wire Whisks
- Metal flippers
- Peelers
- Ladles 4 oz
- Scrapers/spatula (hi heat)
- Baster
- Basting brush
- Thermometer
- Large forks
- Tongs (metal and plastic)
- Potato Masher
- Rolling pin
- Sifter
- Measuring cups (metal)
- Measuring Cup (glass)
- Measuring spoons
- Large grate cooling rack
- 2 smaller cooling racks
- Chef's knives (3)
- Commercial knives (4)
- Paring knives (4)
- Wooden Spoons
- Plastic Spoons
- Scoops (2)
- Kitchen scissors
- Bottle openers
- Grater
- Hand held strainer
- Pot strainers
- Colander
- Serving spoons
- Slotted spoons
- Pie Server
- Corkscrew

In Locked Cupboards:

- Metal bowls - 8 assorted sizes
- Aluminum roasters
- 24 qt stock pot
- 40 qt stock pots (2)
- 60 qt stock pot
- 7.5 qt saucepan
- 6 qt saucepan
- 3 qt saucepan
- Sheet trays
- Oven mitts
- Bus bins
- Food boxes with lids (2)
- Commercial cutting boards (3)
- Serving trays (6)
- Water/Juice jugs (20)
- Coffee Urns
- Tea kettle
- Serving bowls (4 assorted)

Other:

- Bussing Carts
- Broom
- Dustpan
- Garbage bins
- Mop & Bucket
- Recycling bins



Dishwasher Instructions

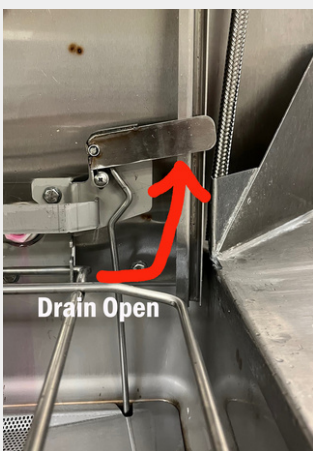
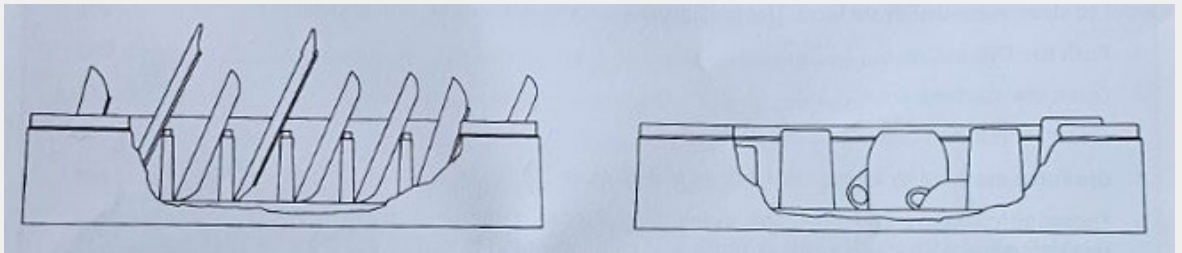


With the door in the down and closed position, press the **power button** to start.

The fill cycle will begin, and the screen will say **FILL**.

Select “1” for normal serving ware; 2 or 4 for pots & pans. When the FILL stops, slowly lift the door (to avoid water spraying) and slide in a rack of dishes. When the door is brought down again, the wash will begin. The tank temperature is shown on the screen along with the word WASH. Each WASH cycle is followed by an automatic RINSE cycle (with the temp and word shown on the screen). The machine will stop when done this cycle, and you can raise the door, slide the rack out, and load another rack. When the door is lowered, the cycle begins again. When you are done, press the **OFF** button, drain and clean the washer.

LOADING: Scrape all of the dishes prior to placing them in the racks as shown below. For optimal cleaning, do not overload the racks.



CLEANING: Push the OFF button. Raise the door. Drain the machine by lifting the drain lever. Remove and clean out the strainer bucket and pan.

Leave the door in the upright position when done.

After your rental

Final checklist before leaving...

- Mop up any spills or messes that are beyond regular wear and tear.
 - Sweep the floors.
 - Remove all garbage and place in outside bins, located on the west side of the building.
 - Remove any personal items.
 - Remove all recycling - cardboard, cans and bottles.
 - Ensure the lights are off and thermostat is back at 68 degrees.
 - Leave the key in its designated spot, as per instructions from the Hall Supervisor.
 - If you had a good experience, write a review on our FB page! If you had concerns, please let us know and we will do our best to resolve them.
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