



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, MAY 9, 2019 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes - April 11, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 2. RFP - Snow Removal and Booth Tender
 3. Strawberry Supper Update
 4. Beef BBQ Update
 5. Other
 6. Unfinished Business
 1. Hours of Ice Rental Analysis
 2. Number of Users
 3. Electronic Sign Quotes
 4. Electronic Sign included as Communication Strategy
 5. Township Levy payments due monthly or quarterly - are the payments prepaid?
 6. Feasibility Plan - Township Support Update and Community Development and Planning Committee Update
 7. Revised NDCC Fee Schedule
 8. 2017 and 2018 User Fee Revenue
 9. Oil being tendered
- 8. Information**
 1. Appreciation letter sent to Lori Williams
 2. Email from Kerstin Vroom regarding tables and chairs for Author's Festival
- 9. Delegation**
- 10. Notice of Motion**
- 11. Confirmation Motion**
- 12. Adjournment and Date of Next Meeting - Thursday June 13, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES**

**THURSDAY, APRIL 11, 2019 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 11th day of April, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice-Chair, Melancthon
Nancy Noble, Mulmur
Keith Lowry, Mulmur
Patricia Clark, Councillor, Mulmur
Clayton Rowbotham, Melancthon
Debbie Fawcett, Melancthon
Dave Besley, Deputy Mayor, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:07 p.m.

#2 Additions/Deletions/Approval of Agenda

1.3 Municipality Allocation

-Moved by Rowbotham, Seconded by Clark the Agenda be approved as amended. Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Clark, Seconded by Lowry, that the minutes of the North Dufferin Community Centre Board of Management held on March 14, 2019 be approved as amended. Carried.

#5 Business Arising from the Minutes

Member Clark is trying to determine an accurate number of users to support the budget increase. Chair Tupling will gather Honeywood Minor Hockey, Figure Skating Club, Beef BBQ and Strawberry Supper numbers for the May meeting.

Member Clark requests the ice rental analysis be completed by Heather for the May meeting.

#6 Facility Manager's Report

James Woods was in attendance for this portion of the meeting.

James handed out his report at this point in the meeting. Currently there is a company that comes in to inspect the exhaust fan, James changed the belt and is able to do the inspections. Board directed James to cancel the service of this company and he is to continue doing the maintenance and inspections. Board also directed Donna to email Heather to not pay their bills from now on. James will email the name of the company to Donna.

James reports the sign at the road will need some wooden parts replaced, he is also directed to get quotes on an electric sign, currently James has one quote. Member Lowry will compose a letter to the Townships requesting the electronic sign be included as part of their Communication Strategy. The sign is a large part of the Arena advertising, when Lowry polled attendees at community events last year to see how they found out about the event the sign played a large part in making the community aware.

Two large tournaments were held at the Arena and both times hydro went out. Board directed James to get quotes for a disconnect switch and full generator backup due to these power outages.

James reports the scrubber has been sent away for maintenance and that the ice is out and then he will do monthly inspections of the building and keep checking the phone for messages over the next few months.

Board has directed Heather to email James outstanding invoices on a monthly basis to allow him to help with collecting outstanding balances. This will help with the cash flow issues and eliminate write offs.

Board directs Donna to send a letter of appreciation to Lori for her work throughout the year and leaving such a clean booth area at the end of the season.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. Municipality Allocation
2. RFP – Concession Booth Operation
3. Other
4. Unfinished Business

- #1.1 Discussion around the number of litres of oil being used each month, it was suggested the oil be put out to tender.
Discussion regarding the hot water tank in the back room and improving it would save a lot on hydro however it will be costly upfront.
Board questions why there are no hydro bills listed on the accounts to be paid for this month? Board directed Donna to email Heather for an explanation.

-Moved by Besley, Seconded by Lowry, be it resolved that the accounts in the amount of \$11,709.79 be approved to be paid. Carried.

- #1.2 Discussion around YTD figures.

- #1.3 Currently each Township pays the levy quarterly, member Besley is wondering if paying on a monthly basis would help the cash flow issues. Member Clark will speak to Heather regarding this and bring feedback next meeting.
Board directs Donna to email Heather for a response and also ask if the Township levies are currently being pre-paid?

- #2. Board would like to get tenders out early for next season. The Concession Booth tender and Snow Removal tender to be placed on the Township websites and advertised in local papers as soon as possible. Would like to do booth and snow removal at same time.
Board directs Donna to email Heather to do the snow removal tender and request the tenders be done and out quickly to get things lined up for next season.

- #3. Discussion around more programs being available at the Arena and how to get new things started up.
Member Clark would like a feasibility plan done to see what the residents in the area want at the Arena. It's costly to get consultants in to do the plan but feels it would be worth the cost.

-Moved by Noble, Seconded by Fawcett be it resolved that NDCC BoM direct community Member Lowry to take the goals of the Board to the Community Development and Planning meeting for inclusion in the discussions and decisions of the Committee.
Carried.

-Moved by Rowbotham, Seconded by Tupling be it resolved The Board of Management of the NDCC Directs the Township Representatives to ask their respective Councils for their support and funding to initiate a Joint Feasibility Study to examine recreational needs of the Communities. Carried.

Discussion around user fees - the Arena currently charges \$36 to non-residents of Mulmur and Melancthon.

Board directs Donna to email Heather to get exact revenue numbers for the last two years for just the \$36 portion. Want to know how much revenue is generated from the user fee. Is the user fee charged when renting the Norduff Room?
Also request Heather remove all cents from each rental cost on the Schedule of Fees, rentals will now be at the even dollar.

Board decided Beef BBQ will be the third Saturday in July again this year, that date being July 20, 2019. Chair Tupling will speak with Janice Aldcorn about organizing the Beef BBQ.

Strawberry Supper will take place on July 1, 2019 with Debbie Fawcett organizing this event.

#8 Information

-Moved by Rowbotham, Seconded by Noble Items 8.1, 8.2 and 8.3 be received as information. Carried.

#9 Delegation

-None

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Fawcett, Seconded by Besley be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

#12 Adjournment

-Moved by Rowbotham, Seconded by Besley that we adjourn the North Dufferin Community Centre Board of Management meeting at 9:17 p.m. to meet again on Thursday May 9, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

1. Replace door to ice surface from Zamboni room
2. install New hot water tank Zamboni room. Remove existing hold tank. To bring up to code.
3. Remove wire cage above Zamboni door to ice surface replace with netting.
4. Replace floor in Home bench and add rubber to Home & Visitors benches.
5. Add step to seating North East.
6. Complete cleaning downstairs.
7. Check Lighting on Ice surface.
8. Repair broken stall ladies washroom downstairs and paint.
9. Septic System clean and cap before events in summer.
10. Repair evastrove front enetrances.
11. Caulking around arena ice surface.
12. Locks on washroom doors and chemical room storage.
13. Toiletlets upstairs need new flushing systems installed.
14. Clean compressor and Zamboni floors discard old fuses and garbage.
15. Clean all Garbage cans and recycle bins.

16 Replace broken two by fores (2) entance to ice surface

17. May 4th Taylor Stag & Doe

18. May 11th White Stag & Doe

19. July 1st Strawberry Supper

20. July 20th Beef Barbaque Supper

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 4 Ending APR 30,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
Fund: 01 OPERATING FUND							
Category: 27???							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	27,864.20	14,762.42	27,439.24	55,303.44
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	14,762.42	14,762.42	40,541.02	55,303.44
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	100.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	0.00	0.00	20,000.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	26,078.87	22,500.00	18,921.13	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	25,342.39	26,000.01	26,657.61	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	249.99	314.16	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,616.52	1,625.01	633.48	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,050.00	2,499.99	3,950.00	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	1,884.94	1,500.00	715.06	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,800.00	4,160.00	360.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	109.39	0.00	(109.39)	0.00
01-2000-4300	PENALTIES & INTEREST	773.32	525.00	152.83	262.50	372.17	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	0.00	(10,047.32)	(30,141.88)	(30,141.88)
Total Revenue		180,010.87	182,888.00	103,847.40	78,275.02	109,652.60	213,500.00
Expense							
01-2000-7000	WAGES	52,760.48	45,000.00	25,921.36	23,000.00	29,078.64	55,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066.02	5,600.00	2,554.27	2,799.99	3,045.73	5,600.00
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	1,555.76	300.00	175.15	150.00	124.85	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	1,708.62	849.99	(8.62)	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	436.15	1,000.00	2,563.85	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	0.00	0.00	12,200.00	12,200.00
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800.00	0.00	0.00	2,800.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	0.00	0.00	1,400.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	167.81	100.00	132.19	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	175.84	133.36	224.16	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	13,928.71	25,600.00	46,071.29	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	6,135.98	5,333.32	5,864.02	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCE	23,665.01	15,000.00	5,152.77	6,666.64	14,847.23	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	404.36	577.76	895.64	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	2,700.24	4,000.00	9,299.76	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	0.00	0.00	10,500.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	203.40	0.00	(203.40)	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	5,000.00	15,000.00	15,000.00
Total Expense		209,593.16	182,888.00	59,664.66	75,211.06	153,835.34	213,500.00
Dept Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	44,182.74	3,063.96	(44,182.74)	0.00
Category Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	44,182.74	3,063.96	(44,182.74)	0.00

EB#101
MAY 09 2019

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 4 Ending APR 30,2019

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
REPORT SUMMARY							
01-2000	INCOME STATEMENT	180,010.87	182,888.00	103,847.40	78,275.02	109,652.60	213,500.00
	Fund 01 Total Revenue	180,010.87	182,888.00	103,847.40	78,275.02	109,652.60	213,500.00
01-2000	INCOME STATEMENT	209,593.16	182,888.00	59,664.66	75,211.06	153,835.34	213,500.00
	Fund 01 Total Expenditure	209,593.16	182,888.00	59,664.66	75,211.06	153,835.34	213,500.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	44,182.74	3,063.96	(44,182.74)	0.00
	Report Total Revenue	180,010.87	182,888.00	103,847.40	78,275.02	109,652.60	213,500.00
	Report Total Expenditure	209,593.16	182,888.00	59,664.66	75,211.06	153,835.34	213,500.00
	Report Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	44,182.74	3,063.96	(44,182.74)	0.00

Accounts Payable

Arena A/P APRIL 1 - 30TH, 2019

Vendor 000000 Through 999999

Invoice Entry Date 2019-01-01 to 2019-04-30 Paid Invoices Cheque Date 2019-03-29 to 2019-04-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000001 HURONIA/MED-E-OX LTD	R1992270	ARENA FURNACE PROPANE	000193	2019-03-31	2019-04-09	7.91
		01-2000-7210 ARENA FURNACE PROPANE				7.91
000004 MCDONALD HOME HARDWAR 77026		LAMP, GARBAGE CAN	000194	2019-03-29	2019-04-09	60.30
		01-2000-7220 LAMP, GARBAGE CAN				60.30
000004 MCDONALD HOME HARDWAR 77039		RETURN LAMP	000194	2019-03-29	2019-04-09	-17.38
		01-2000-7220 RETURN LAMP				-17.38
					Vendor Total	42.92
000006 TELIZON INC	03500420190413	PHONE CHARGES APRIL	000198	2019-04-13	2019-04-18	66.68
		01-2000-7110 PHONE CHARGES APRIL				66.68
000011 SPARLINGS PROPANE	88725068963440	ARENA BOOTH PROPANE	000195	2019-03-27	2019-04-09	63.91
		01-2000-7230 ARENA BOOTH PROPANE				63.91
000013 WAYNE BIRD FUELS	422616	ARENA FURNACE OIL	000196	2019-03-13	2019-04-11	949.48
		01-2000-7210 ARENA FURNACE OIL				949.48
000013 WAYNE BIRD FUELS	422617	ARENA FURNACE OIL	000196	2019-03-13	2019-04-11	208.12
		01-2000-7210 ARENA FURNACE OIL				208.12
000013 WAYNE BIRD FUELS	018737	ARENA FURNACE REPAIRS, BEARING	000196	2019-03-12	2019-04-11	197.75
		01-2000-7220 ARENA FURNACE REPAIRS, BEARING				197.75
					Vendor Total	1,355.35
000014 RECEIVER GENERAL	March 15, 2019	REMITTANCES FOR FEB 2019	000045	2019-03-15	2019-03-30	1,801.77
		01-1000-2201 REMITTANCES FOR FEB 2019				959.33
		01-1000-2202 REMITTANCES FOR FEB 2019				247.66
		01-1000-2203 REMITTANCES FOR FEB 2019				594.78
000015 TOWNSHIP OF MULMUR	March 1, 2019	2019 KEYSTONE REWENAL	000047	2019-03-01	2019-03-30	1,549.40
		01-2000-7100 2019 KEYSTONE REWENAL				1,549.40
000016 HYDRO ONE	Feb 11, 2019	JAN 2019 BUILDING HYDRO	000044	2019-02-11	2019-03-30	780.21
		01-2000-7200 JAN 2019 BUILDING HYDRO				780.21
000016 HYDRO ONE	Feb 15, 2019	JAN 2019 ICE PLANT HYDRO	000044	2019-02-15	2019-03-30	6,556.90
		01-2000-7200 JAN 2019 ICE PLANT HYDRO				6,556.90
					Vendor Total	7,337.11
000020 TD BANK	March 21, 2019	BANK CHARGES	000046	2019-03-21	2019-03-30	45.40
		01-2000-7150 BANK CHARGES				45.40
000046 BARCLAY WHOLESAL	15863	SOAP, GARBAGE BAGS, TOILET TIS	000191	2019-04-01	2019-04-09	303.45
		01-2000-7220 SOAP, GARBAGE BAGS, TOILET TIS				303.45
000046 BARCLAY WHOLESAL	15798	BLADE SHARPENING	000191	2019-04-01	2019-04-09	136.73
		01-2000-7240 BLADE SHARPENING				136.73

GB#102
MAY 09 2019

Accounts Payable

Arena A/P APRIL 1 - 30TH, 2019

Vendor 000000 Through 999999

Invoice Entry Date 2019-01-01 to 2019-04-30 Paid Invoices Cheque Date 2019-03-29 to 2019-04-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						440.18
000062 GFL ENVIRONMENTAL INC.	SD-0000271246	2 LIFTS, MAR.20 & 27, 2019	000192	2019-03-31	2019-04-09	101.70
		01-2000-7220 2 LIFTS, MAR.20 & 27, 2019				101.70
000067 FLEXO PRODUCTS LIMITED	14441757	LAMB VAC MOTOR, SQUEEGEE BLADE	000197	2019-04-30	2019-04-30	754.52
		01-2000-7240				754.52
Unpaid Invoices						0.00
Paid Invoices						13,566.85
Invoices Total						13,566.85
Selected G/L Account Total						13,566.85

Payroll 5672.41
Total: 19,239.26



The North Dufferin Community Centre Board of Management

REQUEST FOR PROPOSAL

A Request for Proposal package is currently available at the Mulmur Township Office and on our website www.mulmur.ca

RFP-2019-01 - CONCESSION BOOTH OPERATION 2019-20 (North Dufferin Community Centre)

All proposals must be received on the forms provided, in sealed envelopes clearly marked as to contents and received by the undersigned no later than **1:00 pm Friday, May 3, 2019.**

Heather Boston
Township of Mulmur
758070 2nd Line East, Mulmur, ON L9V 0G8

GB#2
MAY 09 2019



The North Dufferin Community Centre Board of Management
758070 2nd Line EHS
Mulmur, ON L9V 0G8

REQUEST FOR PROPOSAL

FOR

2019-2020 CONCESSION BOOTH OPERATION NORTH DUFFERIN COMMUNITY CENTRE

RFP-2019-01

Sealed Documents CLEARLY MARKED "2019-2020 BOOTH PROPOSAL BID" - on forms, as supplied by the NDCC Board of Management, will be received by the undersigned until 1:00 p.m. local time on Friday, May 3, 2019.

THE HIGHEST OR ANY PARTICULAR PROPOSAL NOT NECESSARILY ACCEPTED. THE NDCC BOARD OF MANAGEMENT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.

For further information, please contact

Heather Boston, Treasurer
Phone (705) 466-3341 ext. 233
Fax (705) 466-2922
E-mail: hboston@mulmur.ca

**DATE ISSUED: April 12, 2019
PAGES: 2**



NDCC BOARD OF MANAGEMENT

NORTH DUFFERIN COMMUNITY CENTRE 2019-2020 ICE SEASON BOOTH PROPOSAL FORM

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Proposed Monthly Rent: \$ _____

- Rental of the concession booth includes the use of all appliances.
- I understand that the booth is to be open during all arena events and scheduled ice times as indicated in the Booth Operation Contract.
- I understand that in addition to my monthly rent, propane and energy costs will be billed at a flat fee of \$250 per month.
- I agree to acquire and provide proof of liability insurance in an amount no less than \$2 million.
- I will supply proof of coverage and a Clearance Certificate from WSIB.

SIGNATURE

DATE



**NORTH DUFFERIN COMMUNITY
& RECREATION CENTRE FEES**

Effective September 1, 2019



ICE RENTAL RATES

TYPE OF BILLING	CODE	HOURLY RATE (excluding HST)	HOURLY RATE (including HST)
*PRIME TIME PUBLIC	PRIME	\$146.02	\$165.00
NON PRIME TIME PUBLIC	NON PR	\$96.46	\$109.00
MINOR HOCKEY	HONMIN	\$128.32	\$145.00
FIGURE SKATING	HONFIG	\$128.32	\$145.00
FLOOR SURFACE (Summer, per hour)	FLOORA	\$50.44	\$57.00
FLOOR SURFACE & BOOTH (Summer, per hour)	FLOORB	\$63.72	\$72.00
NON RESIDENT FEE (excludes Melancthon)**	NONRES	\$36.00	\$36.00
PUBLIC SKATING	PUBLIC	FREE	FREE

*Prime Time – Monday – Friday 4:00 pm – 10:00 pm & Weekends & Holidays (All Day)

**Non-Resident Fee: is a one time fee of \$36 per person charged to the user group of the arena. The fee applies to all players who live outside of Mulumzur or Melancthon. Groups are to provide a roster with the rental agreement at the beginning of their season. If no roster is submitted a 10% surcharge will be applied to all invoices.

FACILITY RENTAL RATES

TYPE OF BILLING		DAY/HOURLY RATE (excl. HST)	DAY/HOURLY RATE (incl. HST)
NORDUFF HALL (Full Day > 6 hrs Licensed)*	NORDUF	\$412.39	\$466.00
NORDUFF HALL (Per Hour < 6 hrs Licensed)	NORDHR	\$50.44	\$57.00
NORDUFF HALL (Full Day > 6 hrs Non-Licensed)*	RECREA	\$292.92	\$331.00
NORDUFF HALL (Per Hour < 6 hrs Non-Licensed)	COMM	\$36.28	\$41.00
CHAIR RENTAL OFF-SITE, PER ITEM	CHAIR	\$2.65	\$3.00
TABLE RENTAL OFF-SITE, PER ITEM	COMM	\$10.62	\$12.00

*Deposit of \$200 for all hall rentals is refundable if no clean up required or damages incurred.

Please note that all hall rentals commence at the time the hall is required (including set up time) until the time it is vacated.

NOTE: ALCOHOL LIABILITY INSURANCE COVERAGE FOR EVENTS SERVING LIQUOR MUST BE OBTAINED BY THE LESSEE PRIOR TO BOOKING FACILITY AT THE LESSEE'S EXPENSE.

EIB# 6.7
MAY 09 2019



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT**



April 12, 2019

Lori Williams
5408 Concession 2
Everett, ON
L0M 1J0

Dear Lori:

On behalf of the Board of Management of the North Dufferin Community Centre please accept our sincere appreciation for all of your hard work, enthusiasm and great food. We had numerous compliments throughout the year regarding your products and your great service. Extra thank you for your year end clean of the booth area.

We hope you enjoyed your season with the North Dufferin Community Centre as much as we enjoyed having you run the booth. The booth tender will be listed on the Melancthon and Mulmur Township websites for the 2019/2020 season, we truly hope you will consider submitting a tender for another great season.

Regards,

Donna Funston
NDCC Board of Management Secretary

INFO #1
MAY 09 2019

Donna Funston

From: Kerstin Vroom <kvroom@mulmur.ca>
Sent: Monday, April 15, 2019 3:48 PM
To: Donna Funston; James Woods
Cc: John Willmetts; Heather Boston
Subject: Tables and Chairs for Author's Festival

Hello Donna,

Just to let you know, the Township is once again borrowing 12 tables and 140 chairs for the Author's in the Hills of Mulmur Festival. This is the fifth year for this event. Public Works would be coming to the arena on the Thursday to pick them up and have them back on Monday. They have not yet set a date but it will be in August.

Let me know if you have any questions,

Kindest Regards,
Kerstin

Kerstin Vroom, CMO CMM I | Clerk
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