



Claresholm Community Centre - Lodge Room Hall Handbook

690 59th Ave W, Claresholm, AB T0L 0T0, Canada



CLARESHOLM
COMMUNITY
CENTRE

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Welcome to the Claresholm Community Centre!

We are pleased to host you in one or more of the spaces we have available. Please review this document to familiarize yourself with our facility. Further information can be found on our booking site at <https://hallbookingonline.com/claresholm/>

Facility Coordinator Cell : 403-489-9353
Building Address: 690 59th Ave W, Claresholm, AB T0L 0T0, Canada

Welcome



About our space



The Claresholm Community Centre has three main booking spaces:

Main Hall:

Occupancy: 350

Includes use of commercial kitchen, bar area with ice machine and coolers, sound system with wireless microphone, lectern/podium, 6' rectangular tables and chairs, 20' x 30' stage with curtain, large, motorized screen for projector, projector (available only if specified at time of booking or with sufficient notice prior to event). Additionally, this stage has an extensive lighting system and operator available at an additional fee.

Lodge Room Hall:

Occupancy: 100

Includes kitchen with 2 stoves, fridge, microwave, commercial dishwasher, wireless microphone, lectern/podium, air conditioning, 6' rectangular tables and chairs, ceiling mount projector, and large motorized screen.

Meeting Room:

Occupancy: 30

Includes air conditioning, 6' rectangular tables and chairs (no access to coffee maker, ice, kitchen in this room. Ideal for a meeting only.)

Our large commercial kitchen is also available for rent separately from the above spaces. Please see our webpage for all rental rates and requirements.



Addition Items

The following items are available for rent:

- pipe and drape curtains
- floor risers
- black tablecloths
- wine glasses

Please inquire about these items when making your booking as the costs are not included with the rental of your space.



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 Lodge Room has one main entry on the east side for easy loading.
- 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. If you are having a bar, we require a copy of your liquor licence.



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 on the west wall. Please use as you need and return at the end of your rental.

Kitchen - Lodge Room

- The kitchen in the Lodge Room contains two ovens, a new dishwasher, one refrigerator with a small freezer on top.
- It is stocked with kitchen tools, dishware, and kitchen cookware.
- Following the rental, if any items from the kitchen 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.
- Counters and serving carts need to be wiped down and cleaned.
- Sinks and stoves 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 the sink.

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 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 Cupboards:

- Metal bowls - 8 assorted sizes
- Aluminum roaster
- 7.5 qt saucepan
- 6 qt saucepan
- 3 qt saucepan
- Sheet trays
- Oven mitts
- Bus bins
- Commercial cutting boards (3)
- Serving trays
- Water/Juice jugs
- Tea kettle
- Serving bowls (4 assorted)

Other:

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



Dishwasher Instructions



With the door in the closed position, press the **power button** located at the top left of machine to turn on the machine.

Washer will begin to fill. This process takes about 20 minutes until it is ready to wash.

Washer will reach 133 F and will say 'Ready' on the digital screen.

Push top right button (green arrow) to start the wash.

DO NOT OPEN DOOR

When wash cycle is finished, machine will raise temperature to 178 F and start rinse cycle.

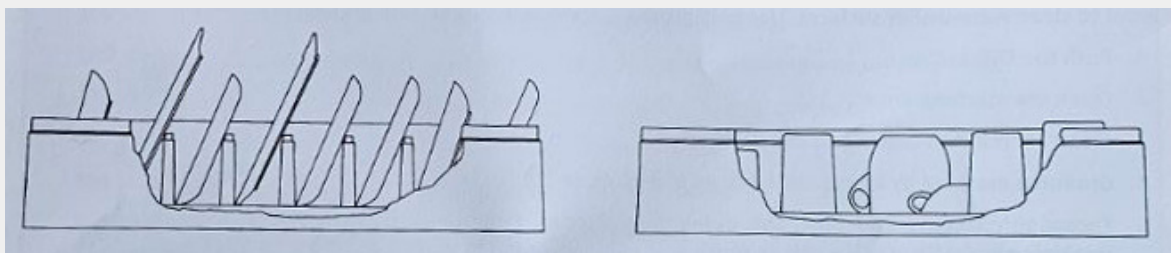
Once the rinse cycle is done, the machine will say 'Ready.' You can remove the rack of cleaned dishes and load another rack of dirty dishes.

Start next load by simply pushing top right button (green arrow).

When done, press the top left **power button** to shut off machine. It will drain automatically.



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



Leave the door closed 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.

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



**Additional
Information**

How to Mix an Approved Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution using bleach:

1. Ordinary household bleach. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon or tablespoon
3. Spray bottle or bucket labelled **Sanitizer**

Mix according to directions provided below. If you do not use household bleach, commercial chlorine solutions, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below. Always follow the manufacturer's instructions.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution using household bleach	<ul style="list-style-type: none">• Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water• Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water	100—200 ppm (200 ppm may be used for sanitizing surfaces in-place)
Commercial Chlorine Solution	Follow manufacturer's instructions	
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm

Tips to Remember:

- **Do not mix bleach with soap.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength. Solution strength will weaken over time.

Contact us at 1-833-476-4743 or [submit a request online](#) at ahs.ca/eph.

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Guidelines for the Use of Wiping Cloths

1. All food surfaces must be cleaned and sanitized before and after use.
2. Wiping cloths shall be single use disposable or of some material that can be easily rinsed in water and sanitized in an approved manner.
3. Wiping cloths shall be used for food surface wiping purposes ONLY and stored in a sanitizing solution.
4. The sanitizing solution shall be a commercial sanitizing product (used as directed) or 5% household bleach.
5. Approved sanitizing solutions are as follows:
 - **Chlorine (bleach):** A solution of not less than 100 - 200 ppm (part per million) chlorine is required. To obtain this concentration, when using 5% household bleach, the approximate dilutions are as follows:
 - a) 1/2 ounce per gallon of water, or
 - b) 1/2 teaspoon per litre of water, or
 - c) 2 ml. per litre of water
 - **Quats:** A quaternary ammonium compound (quats) having a strength of at least 200 ppm is required.
 - **Iodine:** An iodine solution containing at least 25 ppm available iodine is required.
6. The container for keeping the sanitizing solution and cloths shall be of a distinct color that is labelled and has a minimum capacity of one gallon.
7. The sanitizing solution shall be changed as often as necessary to maintain the recommended concentration residual for your sanitizer.
8. Chemical test papers are required to measure the concentration of the sanitizing solution.

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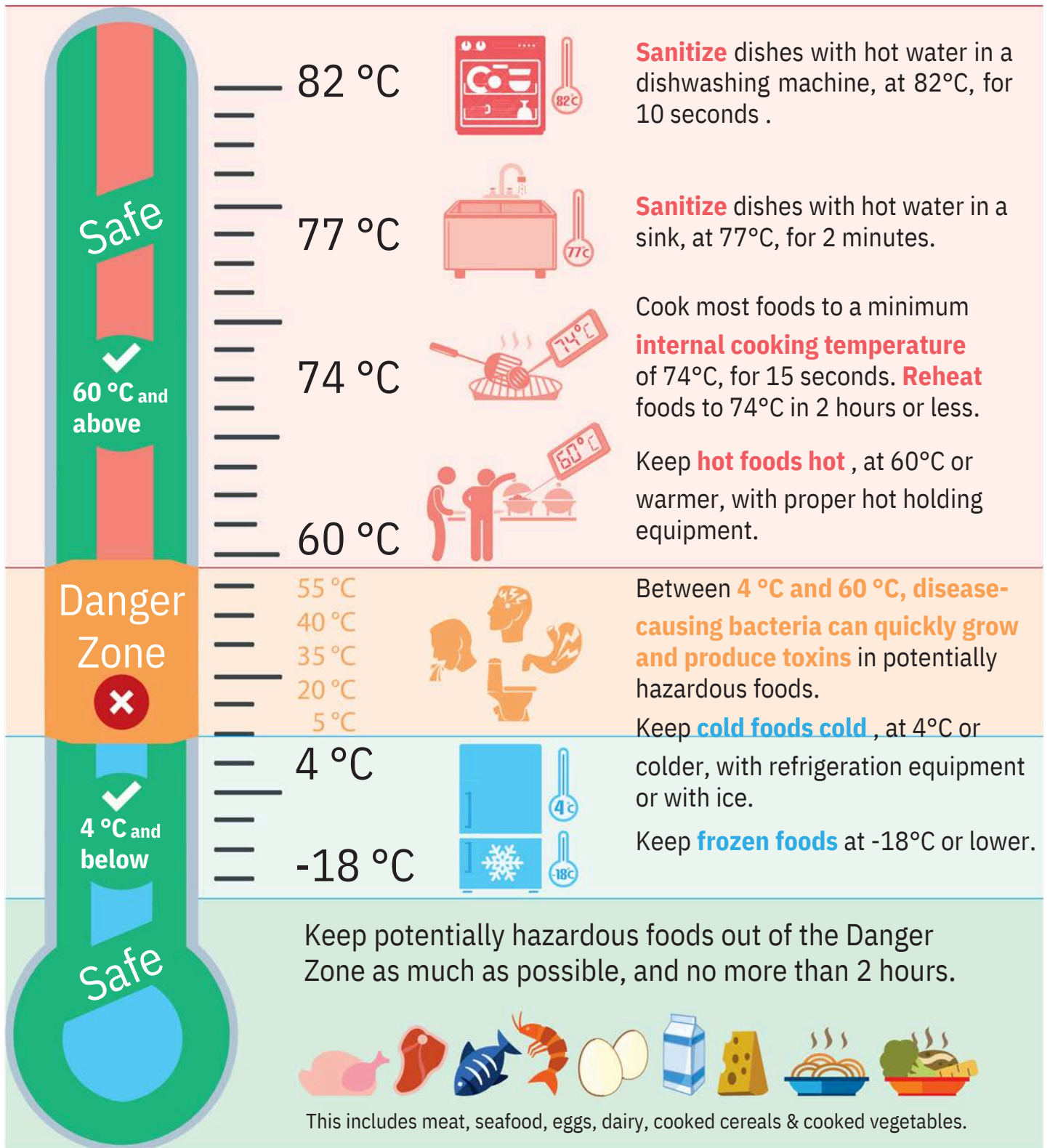
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Important Temperatures for Safe Food Handling



Caterers

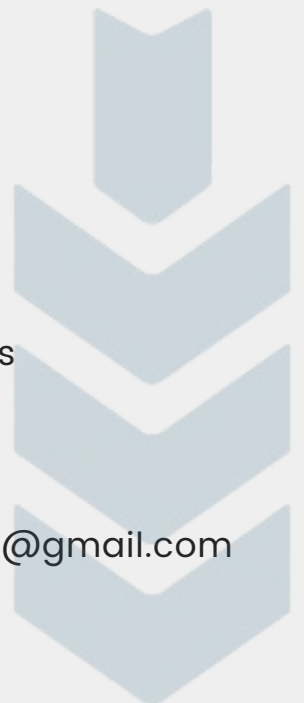
- The following caterers have put their business information forward for your consideration.
 - Claresholm Lions Club (100 servings or more)
Catering Chair: shagger31@gmail.com
claresholmlions@gmail.com
 - MA Catering Company Ltd.
Mike (403)849-7529 or Angela (403)715-6079
macateringco@gmail.com
 - Mary's Catering
maryholgatell@gmail.com
 - Prairie Stone Catering
praiestonecatering@gmail.com
 - Sky & Table Events (Lethbridge)
info@skyandtable.ca
Phone: 403-320-7702
 - Meals in Minutes
mealsinminutessvc.ca
Phone: 587-678-5448

Entertainment

- The following entertainers have put their business information forward for your consideration.
 - Desperado Sound (DJ) 403-625-1033

Bartending

- The following bartending services have put their business information forward for your consideration.
 - Claresholm Skatepark Association 403-625-6446
Email claresholmskatepark@gmail.com or jlmcdarch@gmail.com



Coffee Instructions

- The following instructions are for making coffee in the large urns:
 - Fill with cold, fresh tap water to the level / quantity of water for the desired number of cups of coffee.
 - Lock the lid using the locking tabs (turn the lid clockwise until the tabs are fully engaged).
 - Never plug in the coffee urn without the lid in place, or if there is no water in the urn.

Coffee Making Chart

Water Level	Amount of Ground Coffee
20 cups* (3 L)	1.5 - 2 cups
40 cups (5.9 L)	3 - 3.5 cups
60 cups (8.9 L)	4 - 4.5 cups
80 cups (11.8 L)	5.25 - 5.75 cups
100 cups (14.8 L)	6.5 - 7 cups

*1 cup = 5 ounces

