



# Claresholm Community Centre

## 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.



## Stage Lighting

The Clareholm Community Centre has an extensive stage lighting system that is available to renters on the condition they hire our designated lighting technician. Only this technician can add to or adjust lighting on the ceiling bars. Fee for this service is to be negotiated between the renter and the technician. Contact the Facility Coordinator for name and phone number for the technician.

## Additional 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 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 are located in the chair 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 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



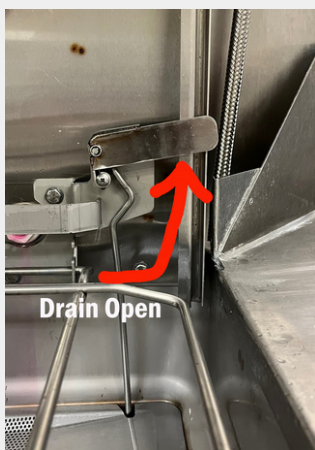
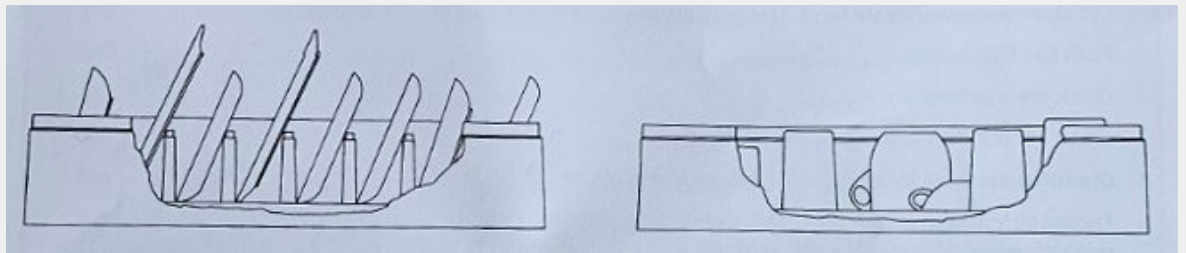
# Dishwasher Instructions



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.

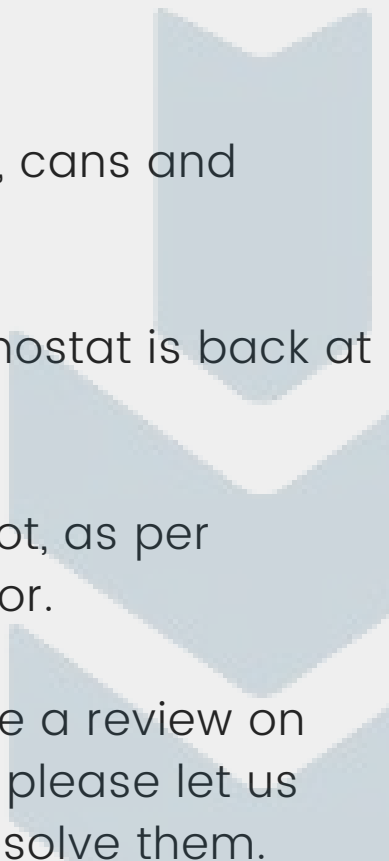


**CLEANING:** Push the OFF button. Raise the door. Drain the machine by lifting the drain lever. Remove and clean out the strainer bucket and pan.

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.
- 



**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"><li>• Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water</li><li>• Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water</li></ul>	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](https://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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Contact us at 1-833-476-4743 or [submit a request online](#) at [ahs.ca/eph](https://ahs.ca/eph).

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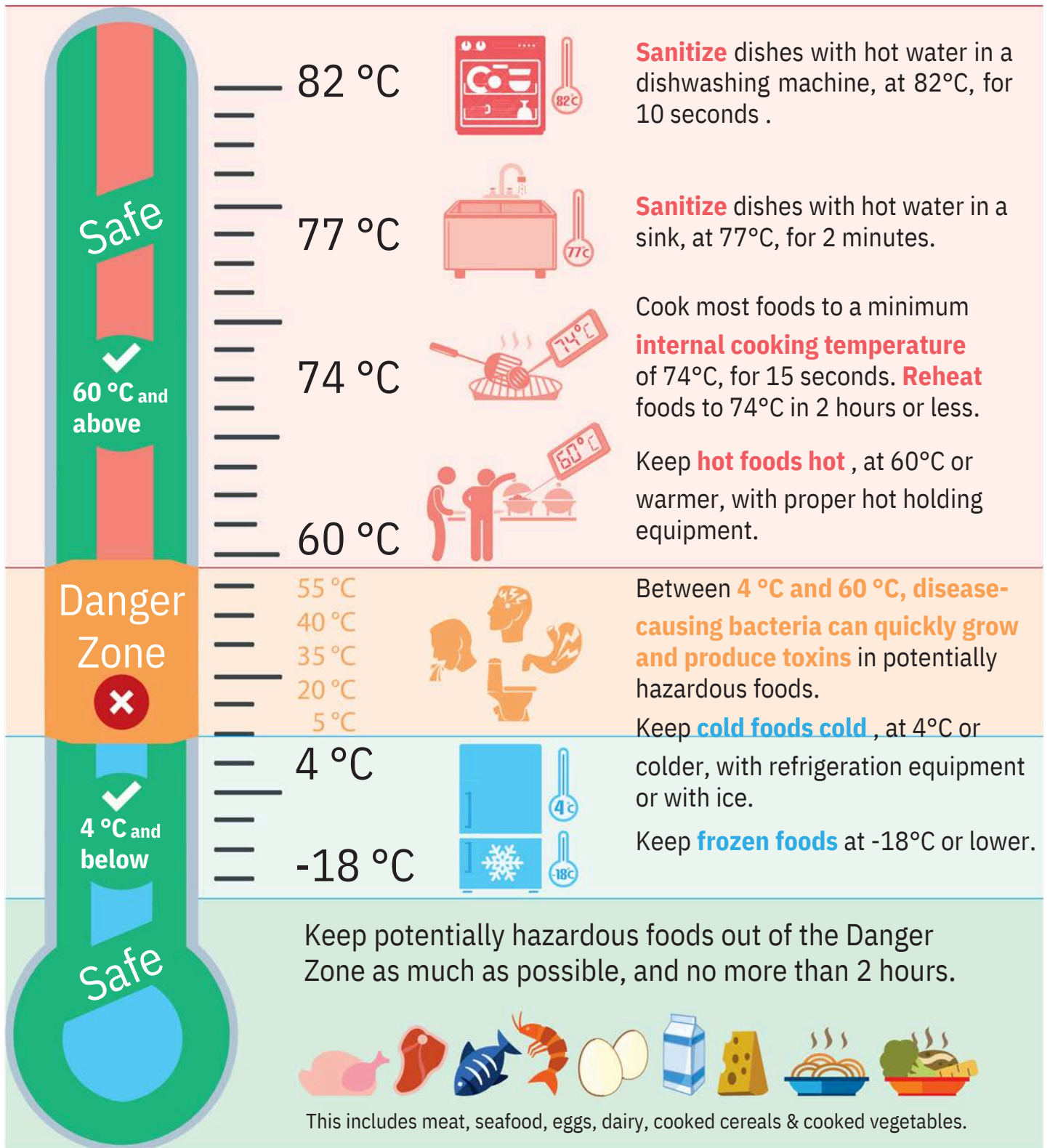
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# Important Temperatures for Safe Food Handling



## 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](mailto:shagger31@gmail.com)  
[claresholmlions@gmail.com](mailto:claresholmlions@gmail.com)
  - **MA Catering Company Ltd.**  
Mike (403)849-7529 or Angela (403)715-6079  
[macateringco@gmail.com](mailto:macateringco@gmail.com)
  - **Mary's Catering**  
[maryholgatell@gmail.com](mailto:maryholgatell@gmail.com)
  - **Prairie Stone Catering**  
[prairiestonecatering@gmail.com](mailto:prairiestonecatering@gmail.com)
  - **Sky & Table Events (Lethbridge)**  
[info@skyandtable.ca](mailto:info@skyandtable.ca)  
Phone: 403-320-7702
  - **Meals in Minutes**  
Phone: 587-678-5448  
[www.mealsinminutesvc.ca](http://www.mealsinminutesvc.ca)

## Entertainment

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

## Bartending Services

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



# Coffee Maker (Main Hall)

- Turn on switch on the cupboard below the coffee maker.
- Insert a round bottom coffee filter into the funnel.
- Add 3/4 cup of fresh ground coffee into the filter and level the bed of grounds by gently shaking.
- Slide the funnel into the funnel rails until it stops.
- Place an empty 2.2L carafe under the funnel, having removed the spout.
- Verify that the "ENABLE BREW ON/OFF" indicator is on. When starting the coffee maker for the first time, the temperature will rise to 200 degrees before you can start to make a carafe of coffee.
- Press and release the "BREW" switch. The display will read "NOW BREWING" and show the time remaining in the brew cycle.
- After the coffee finishes dripping from the funnel tip, remove the carafe, add the spout back into the carafe, closing the lid. Carefully remove the brew funnel and discard the grounds and filter in the garbage.

