
STAVELY COMMUNITY CENTER GUIDEBOOK



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Welcome and thank you for your interest in the Stavelly Community Center.

We would be delighted to answer any questions you may have about our facility and the hosting of your event. Please read through this document as you may find this will answer a lot of questions you may have about our facility.

Further information can be found on our booking site at:

<https://hallbookingonline.com/stavelly>

Facility Administrator: Debbie Bronson

Facility Address: 5109 – 52nd Street Stavelly, Ab.



The Stavely Community Center is conveniently located between Calgary and Lethbridge on the number 2 highway. Although we are the official Smallest Town in Alberta we have hosted many large events over the years.

The Stavely Community Center currently has the following for rent:

Large Hall:

This area's occupancy is 600 non-fixed seating and approx. 500 non-fixed seats and tables. The Large Hall includes the use of the coat room, stage (with curtain), blue tooth sound system and microphone, lecterns, screen for projector, projector (only available if specified at time of booking with adequate notice prior to event). The Large Hall also includes the used of the commercial kitchen and bar area complete with ice machine. Please see kitchen inventory for details.

Small Hall:

This area's occupancy is 150 non-fixed seating. The Small Hall includes the use of the coat room, microphone and lecterns. The small Hall also includes the used of the commercial kitchen and bar area complete with ice machine. Please see kitchen inventory for details.

Commercial Kitchen:

This area is included in the Large and Small Hall Rentals and is also available to rent on its own. Please see kitchen inventory for details.

Tables & Chairs: (We DO NOT rent tables and chairs to leave the building)

The facility has the following to be used in both halls:

19 - 6' long tables	375 – blue and black stacking chairs
44 - 8' long tables	50 – folding white chairs
3 - round tables various sizes	80 – brown stacking chairs

BEFORE YOUR RENTAL:

Our Facility Administrator will arrange a meeting time where she will meet you at the facility and explain the necessary items for your rental, walk you through the facility and its contents and answer any questions you may have. She will also provide you with a key for use during your rental.

There are 2 doors conveniently placed on either side of the stage on the East of the building for loading and unloading into the Large Hall and stage area. There is also a door in the SE corner of the small hall for easy entrance and exit. There are 2 double doors at the entrance for the building for larger item and easy wheelchair access.

You may be able to enter the facility the night before your rental depending on other bookings for that evening. There is a fee for early access.

Make sure to allow adequate time to obtain an AGLC Liquor license for your event. You will need the rental agreement as part of this process. This is your responsibility as the renter.

DURING YOUR RENTAL:

For the use of the main projector mounted on the ceiling of the hall and/or to connect to the Bluetooth, there are connection cables, with instructions, located on the front of the stage, South behind, the curtains.

The thermostats are set at 20 degrees C. Please do not adjust.

Light switches for the large hall are located in the kitchen on the wall by the stoves. There are several sets of light variations, please feel free to set these how you want to obtain your desired outcome.

The fan switches for the large hall are also located here.

KITCHEN & DISHWASHER INSTRUCTIONS:

The commercial kitchen is included in your Large Hall and Small Hall rentals. This space is to be left in “As Found” condition.

Some of our expectations after the rental of this space include:

- 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, cleaned of debris in grate and drained as per instructions on the wall, as well as exterior wiped.
- All Countertops and serving carts need to be wiped down and cleaned and disinfected (Use sanitizer under sink – Spray and leave to dry DO NOT WIPE).
- Spot wash spills on cupboard doors.
- Sinks, stoves and grills all need to be cleaned.
- Wipe all catch trays beneath stove burners
- Sweep floor and spot mop all spills.
- All contents in refrigerator and coolers must be removed and refrigerator wiped out at the end of the rental.
- Garbage must be collected and placed in containment on the east side of the building (Doors beside stage).
- Shut off all lights, stove and stove fans.
- Used dish towels can be placed in plastic laundry basket under dishwasher.

KITCHEN INVENTORY:

- 4 Ovens
- 6 Burner stove
- 1 large grill
- 1 Commercial Cooler (1 more available upon request)
- Ice machine
- Baking Sheet rack
- 4 serving carts
- Several pots and pans of all sizes
- Several cutting boards and baking sheets of all sizes
- Basic cooking utensils & knives
- Several large cooking bowls and chafing dishes
- Several oven roasters
- Tableware and cutlery for 450
- Several coffee makers, kettles and cups
- Several busing tubs
- Microwave
- Dishwasher

Our kitchen has many other useful items we ask that you use with care and please notify the Administrator should something be broken or a hazard to future renters and users.

AFTER YOUR RENTAL:

Please complete the following list:

USERS CHECKLIST		NOTES
<input type="checkbox"/>	RETURN ALL CLEAN DISHES TO THEIR DESIGNATED SPOTS	
<input type="checkbox"/>	DRAIN DISHWASHER	PLEASE SEE INSTRUCTIONS ON WALL BY DISHWASHER
<input type="checkbox"/>	CLEAN OUT FOOD DEBRIS IN DISHWASHER GRATE	
<input type="checkbox"/>	WIPE DOWN DISHWASHER AREA	INCLUDING WALL AREAS & BENEATH DISHWASHER
<input type="checkbox"/>	WIPE OUT MICROWAVE	
<input type="checkbox"/>	WIPE COUNTERTOPS	
<input type="checkbox"/>	TURN OFF COFFEE MACHINE (Empty Coffee Grounds)	IF USED
<input type="checkbox"/>	WIPE DOWN ANY LOWER CUPBOARD DOORS	SPOT WIPE ANY FOOD DEBRIS
<input type="checkbox"/>	WIPE CATCH TRAYS BENEATH STOVE BURNERS (And Grease Trap)	BELOW EACH BURNER SYSTEM IS A REMOVEABLE PULL OUT TRAY
<input type="checkbox"/>	RENTER'S CONTENTS REMOVED AND WIPE OUT REFRIGERATOR & COOLER (S)	IF USED
<input type="checkbox"/>	DISINFECT ALL SURFACE LOCATIONS	USE SANTIZER-SPRAY UNDER SINK & LEAVE TO DRY (DO NOT WIPE DRY)
<input type="checkbox"/>	ENSURE ALL STOVE PILOT LIGHTS ARE LIT	
<input type="checkbox"/>	GATHER ALL DISHCLOTHS & TEA TOWELS	PUT IN BUCKET UNDER DRYING RACK
<input type="checkbox"/>	SWEEP FLOORS THAT WERE USED	
<input type="checkbox"/>	MOP FLOOR SPILLS	
<input type="checkbox"/>	CLEAN ALL TABLE TOPS BEFORE STACKING	Pull out trollys under stage (Heavy Brown Tables fold up and put against wall in NE corner)
<input type="checkbox"/>	SPOT CLEAN ALL CHAIRS BEFORE STACKING AND PUT BACK IN STORAGE ROOM	CHAIRS ARE STACKED ONLY 15 PER RACK
<input type="checkbox"/>	TAKE OUT ALL GARBAGE TO OUTSIDE BIN	BIN LOCATED OUT EXIT DOORS BY STAGE
<input type="checkbox"/>	REMOVE ALL LIQUOR - FULL & EMPTY	EMPTIES CAN BE DONATED TO VOLUNTEER FIRE DEPARTMENT BY PUTTING IN THE SHED WEST OF THE POST OFFICE
<input type="checkbox"/>	REMOVE ALL RECYCLING	RECYCLING CAN BE PLACED IN THE BINS WEST OF THE POST OFFICE
<input type="checkbox"/>	SHUT OFF ALL LIGHTS AND FANS UPON LEAVING	
<input type="checkbox"/>	RETURN KEY	