

Facility Guide

Beaumont Community Centre
5204 50 Avenue
Beaumont, Alberta T4X 1E3



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Introduction

The City of Beaumont welcomes you to the Beaumont Community Centre. Built in 2016 and located in the heart of Beaumont, the Community Centre is a 30,000 sq. ft. multi-use facility ready to meet your business, social, cultural and community activities needs. At the City of Beaumont, our goal is to provide the community with easily accessible rental spaces, while meeting a variety of community needs. Clients can use the CCBCC on a shared facility use basis on the terms set out in this agreement.

This document, along with the terms and conditions of the rental contract, outlines the terms for use for the Halls and Kitchen. It covers booking requirements, access, responsibilities, contact information, documentation and the relationship between the City of Beaumont and the user. The user will also be required to fill out a booking form, informing the coordinator the days and times that they wish to use the facility. Working consistently with the Community Centre Coordinator to ensure bookings have been prearranged and have received all required information seven days before the booking date.

CCBCC Contact Information

Contact	Phone	Email
Community Centre Coordinator	780.929.0141	Facility.bookings@beaumont.ab.ca
Guest Services at the BSRC	780.929.7946	guest.services@beaumont.ab.ca
CCBCC Facility Attendant	780.264.6749	N/A

Building Operation Hours

By Appointment Only

Booking Procedure

Follow these steps to reserve halls, breakout rooms and/or meeting rooms:

1. Complete a booking request form here: <https://www.beaumont.ab.ca/431/Community-Centre>
 - o Remember to include your set-up/take down times required for your event in your start/end times.
2. Once your booking request form has been received by the Community Centre Coordinator, please allow up to 1-2 business days to confirm availability.
3. When availability has been confirmed and rental information received, the Community Centre Coordinator will draft a booking rental agreement and invoice and email to you.
4. Ensure all information is correct and return the signed booking rental agreement to the Community Centre Coordinator and call Guest Services 780.929.4946 to make your payment.
5. Closer to the event, the Community Centre Coordinator will confirm the details of the event.
6. All licenses and policies must be delivered to/received by the facility no less than seven (7) days before the date of rental.
7. To schedule a facility tour, please contact 780.929.0141 or facility.bookings@beaumont.ab.ca to set up a date and time. All facility tours are by appointment only.

Payments

Halls & Kitchen

A booking payment equal to 50% of the rental fee is required at the time of booking, with the remaining rental fee due (60) days prior to their event date. Fees for bookings made less than (60) days prior to the event date are due in full upon confirmation of rental. An additional one hour of the rental space will be charged for every hour of occupancy after the expiry of the agreed rental period.

Breakout & Boardrooms

Full payment of the rental fee is required at the time of booking.

Modifications and Cancellations

Halls & Kitchen

Modifications to booking times and or dates may be made up to thirty (30) days prior to the event date. Please confirm set-up details seven (7) days prior to the event date. Cancellation by the LESSEE must be made in writing, a minimum of (30) days is required to receive a full refund of any monies paid including and/or full rental amount. Cancellations made within less than thirty (30) days and no shows forfeit 100% of the rental fees.

Breakout & Boardrooms

Modifications to booking times and or dates may be made up to (14) days prior to the event date. Please confirm setup details (7) days prior to the event date, if necessary. Cancellation by the LESSEE must be made in writing. A minimum of (14) days is required to receive a full refund of any monies paid. Cancellations made within less than (14) days and no shows forfeit 100% of the rental fee.

Capacities and Measurements

Room & Measurements	Set Up Style & Guest Capacities							
	No set up	Theatre Style	U-Shape	Hollow Square	Banquet w/ No Dance Floor	Banquet w/ Dance Floor	Classroom	Boardroom
Full Hall (6,609 sq. ft.)	500	430	118	156	440	400	162	N/A
Large Hall (3,956 sq. ft.)	300	260	71	90	280	240	96	N/A
Small Hall (2,653 sq. ft.)	200	170	47	66	160	140	66	N/A
Single Breakout Room (645 to 675 sq. ft.)	50	48	20	34	48	40	16	34
Double Breakout Room (1,320 sq. ft.)	100	96	40	48	96	80	32	40
CCBCC Boardroom (308 sq. ft.)	25	N/A	N/A	N/A	N/A	N/A	N/A	15
Community Boardroom (326 sq. ft.)	25	N/A	N/A	N/A	N/A	N/A	N/A	15

** Approximate capacities with tables and chairs (guest number subject to number of tables required) **

In Room Amenities

Halls/Rooms	Projector	Screen	Sound System	Microphone	Headset	Bar	Stage (Extra Fee)
Small Hall	**1	1	Yes	1	1	Yes	Yes
Large Hall	**1	1	Yes	1	1	Yes	Yes
Full Hall	2	2	Yes	2	2	Yes	Yes
Breakout Room 1	**1	1	Yes	1	0	N/A	N/A
Breakout 1 & 2	1	2	Combined	1	1	N/A	N/A
Breakout Room 2	0*	1	Yes	0	0	N/A	N/A
Breakout Room 3	0*	1	Yes	1	0	N/A	N/A
Breakout 3 & 4	0*	1	Combined	1	1	N/A	N/A
Breakout Room 4	0*	0*	Yes	1	0	N/A	N/A
CCBCC Boardroom A	Built in TV	Built in TV	N/A	0	0	N/A	N/A
Community Boardroom B	Built in TV	Built in TV	N/A	0	0	N/A	N/A

*Portable Projector and Screen available upon request and subject to availability.

**The projector is permanently set up in the Large, Small Hall, Breakout room 1, Breakout

***Instructions on the projector and AV system are located on the wall by the AV system in each of the halls.

**** Appropriate cords available upon request.

Hall Bar

- The bar is included in the rental of the Full Hall, Large Hall, or Small Hall.
- We do not supply or provide liquor or bartenders at any time.
- There are commercial size fridges in both bars, but no other equipment and glassware included in the bar.
- The bar may be shared if there is another hall booking at the same time.
- If you rent the Full Hall, you will receive access to both sides of the bar included in the bar rental.
- If you are renting the Full Hall, Large Hall, or Small Hall for multiple days – No food or beverage (including alcoholic beverages) may be stored at the facility overnight.

Small Hall Bar Inventory Item	Large Hall Bar Inventory Item
1 Dishwasher (Shared with large hall bar)	1 Dishwasher (Shared with small hall bar)
1 Fridge	1 Fridge
1 Sink	1 Sink
Small Prep Area	Small Prep Area
1 Paper Towel Dispenser	1 Paper Towel Dispenser

Tables and Chairs Inventory

Inventory Item	Amount
Round Table	90
Rectangle Tables	50
Banquet Chairs	495
Blue Plastic Chairs	200
Cocktail Tables	7

Stage

- Stage form is required for ALL stage rental requests.
 - Stage form can be found here: <https://www.beaumont.ab.ca/431/Community-Centre>
- There will be an additional price added on if changes are made to any layouts or last minute.
- Stage – has 12 pieces. Each piece is 8 ft x 4 ft. They can use any amount of stage pieces they require.
- **Once the stage is set up it cannot be changed or moved**.
- The stage can only be set up in a hall booking and CANNOT be set up in any of the breakout rooms.
- We do not rent the stage outside of the building.
- The stage has a black skirt that can be attached to cover the legs of the stage.
- The stage does have the option of attaching two sets of stairs on either side to the stage.

Fees and Charges

Can be found online at: <https://www.beaumont.ab.ca/BCC-fees>

Room FAQ's

Full Hall

If renting the full hall, you will have access to a storage room, sink, water, and refrigerator. You will have access to the full bar and the entire prep space area.

Large Hall

When renting the large hall, please be advised that the small hall can still be booked at the same time as your booking. The bar and prep area will be shared with the small hall booking if there should be one and if they choose to utilize the space. If there is another booking present at the same time, you may hear them. You will have access to a sink, water, and a refrigerator.

Small Hall

If renting the small hall, please be advised that the large hall can still be booked at the same time as your booking. The bar and prep area will be shared with the large hall booking if there should be one and if they choose to utilize the space. If there is another booking present at the same time, you may hear them. You will have access to a sink, water, and a refrigerator.

Breakout Room(s)

If renting one of the breakout rooms, please be advised the rooms are below a dance studio. If the dancers are present, you may hear them. As the dance group is a part of a private lease we do not know when they will be there – they have 24-7 access to their leased space.

If renting a breakout room, you will not have access to a sink, water, or a refrigerator.

Boardroom(s)

The Boardrooms are always set up boardroom style and have tables and chairs that must stay in the rooms that cannot be moved. Each board room comes with a TV mounted on the wall that doesn't move. Different cords are available and are located at the front desk. All AV is included with rental.

If renting a boardroom, you will not have access to a sink, water, or a refrigerator.

Kitchen

The Kitchen is an affordable option to utilize a high-quality commercial kitchen in the heart of Beaumont. Fully equipped & licensed commercial kitchen with large commercial dishwasher, walk-in cooler & freezer, dry goods shelf, commercial coffee maker, gas convection ovens and flat top grill.

Rules and Regulations

FACILITY rules, available at <https://www.beaumont.ab.ca/572/Indoor-Events>

Clean Up Guidelines and Responsibilities

- You must leave the space the way that you found it every single time you use it. If it is left untidy or dirty you must notify a facility attendant immediately.
- The renter is responsible for all cleaning done in the bar during and after the event.
- Nothing is to be left in/on the sinks, tables, chairs, floors, or counters.
- All items not belonging to the CCBCC need to be removed at the end of the event. Any items left behind will be disposed of appropriately.
- Spills or messes on tabletops and/or equipment etc. must be wiped down after use. Cleaning solution is available as requested.
- Sinks, counters, tabletops, equipment, etc. must be thoroughly cleaned and sanitized after use. Sanitizing Spray will be provided. Please ask a facility attendant when ready.
- Bar floors and under all counters and equipment should be swept clean and mopped. Broom and Mop will be provided. Please ask a facility attendant when ready.
- Hall floors and under all tables and equipment should be swept clean. A mop and bucket will be provided upon request if there are any big spills.
- Any food spills in refrigerators must be cleaned thoroughly.
- Mop bucket wastewater should be disposed of in the custodial room ONLY.
- Cleaning or rinsing of mops or custodial equipment in any Kitchen is NOT permitted.
- All trash must be properly bagged and tied up, ready to be taken out.
- Leftover foods/beverage is properly disposed of or removed from premises.
- Supplies and equipment returned to their proper places. Any items left behind will be disposed of appropriately.
- Bar dishwasher emptied, turned off and the lid is closed.
- If shipping/receiving and/or garbage rooms are used, floors are to be swept clean. Floors are to be mopped if there are any big spills.

Violation of Standard or Breakage

If the rental space is left in an unacceptable condition after use, a verbal warning will be issued, and a cleaning fee will be added. The CCBCC holds the right to over pass the warning period and terminate use immediately if necessary.

Any damage, abuse or loss occurring during the usage of the rental must be disclosed to the CCBCC staff and Community Centre Coordinator. Restitution, if necessary, for the damages will be determined by the CCBCC. The renter will be charged for the replacement of missing or broken items. Please notify the facility attendant working of any issues, comments and or concerns. A CCBCC staff member will do a pre and post walk through that is required to be signed off by the CCBCC staff member and the renter before and after the booking.

Set Up

Tables and Chairs set-up and take down is included with your rental. However, we will require your set-up requirements at least 14 days prior to the start of your event. All set-up requested must be submitted through email.

Decorating – Access

NO other decorations are included. For your event decoration, access to rented space is only available for the time slot booked; the rental time does not include additional setup or takedown time. Please contact the Community Centre Coordinator to provide further clarification if needed.

Insurance and Liquor License

- Certain events may require liability insurance in the amount of \$2 million, naming the City of Beaumont as the **Additional Insured**.
- All renters wishing to serve alcohol must obtain a liquor license from the AGLC and liability insurance.
- Both insurance (if applicable) and liquor license must be turned in to the CCBCC two weeks before the event. Renter must post liquor license in bar during the event.
- It is important the information/addresses on their insurance documents are correct:

Additional Insured:

City of Beaumont
5600 49 Street
Beaumont, AB
T4X 1A1

The event is at the Beaumont Community Centre:

Beaumont Community Centre
5204 50 Avenue
Beaumont, AB
T4X 1E3

Event Permit/ Special Permissions

- OUTSIDE activities, such as a BBQ, food truck, tent, bouncy castle, outdoor games, etc., require a permit available at <https://www.beaumont.ab.ca/571/Outdoor-Events>
- You must submit a permit and wait for it to be approved before booking the space or making any other further arrangements. It is up to the appropriate department to approve or deny applications
- Once/if the application is approved by the appropriate department the permit will be e-mailed to you and then you must forward to Community Centre Coordinator at facility.bookings@beaumont.ab.ca

Kitchen Rules and Regulations

The areas must be kept clean, swept, and mopped in accordance with AHS guidelines, which can be found here: <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-food-safety-basics-booklet.pdf>

Dry Storage: All items must be clearly identified and labeled with the user's name. Opened food items must be stored tightly covered in labeled containers. All items must be stored off the ground. No cardboard boxes are allowed in dry storage. Plastic milk crates or covered plastic tubs are good to store utensils and other items.

Cooler Storage: All items must be clearly identified, labeled, and dated with the user's name. Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf/rack and please keep in mind sanitation guidelines that dictate raw meats on bottom shelves.

Garbage Disposal: Please bag all garbage and place garbage bags into the garbage area. Place cardboard in the garbage area. Empty trash containers in the FACILITY into the dumpster or designated area and leave trash can(s) clean.

Operating Manual: The "operating manual" will be a binder located in the Kitchen, inside the kitchen's small office – this is where you will find user and maintenance manuals for each of items located in the kitchen. Please comply with the operating manuals.

Facility Failure: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users MUST notify the facility attendant on shift, and they will notify the Community Centre Coordinator of the occurrence. Please use City Works to submit the failure request immediately. The Community Centre Coordinator will follow up and handle the situation as needed.

NO live animals other than service animals are allowed in the facility at any time.

NO smoking of any kind (including cannabis, e-cigarettes, or similar devices) inside the FACILITY. The Beaumont Community Centre is a City of Beaumont building and is a tobacco-free facility.

NO eating or drinking from open containers is allowed in the food production areas. Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.

Small Wares: Users will provide their own small wares, such as towels, cooking items, pans, and other special items necessary. Do not leave your personal small wares in the kitchen. Do not leave cleaning rags behind.

Kitchen Property: No equipment or other kitchen items can leave the premises.

Food Handler Health and Hygiene

Prior to the use of the kitchen, the Community Centre Coordinator will instruct all of the kitchen workers for their event to do the following:

- Please, do not come to the kitchen if you are sick with a contagious illness.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the kitchen wearing clean clothes.
- Bring hair restraint to wear in the kitchen, such as a hair net, cap or hair-tie.
- Ensure nails are manicured and free of nail polish.
- Wear comfortable close-toed shoes. For safety reasons, open-toed shoes are not permitted.

A variety of resources can be found on the Alberta Health Services website, some are attached to this package.

Care of Equipment

- Manuals with complete use and care instructions for all kitchen equipment are housed in a binder located in the kitchen's small office.
- When repairs are needed on the equipment, the CCBCC must be notified. Please do not attempt to make repairs on your own.

Kitchen Equipment Inventory

Inventory Item	Inventory Item
Double stack gas convection oven	Double gas range and oven
Flat top grill	Standard Fridge and Freezer
Commercial coffee maker and hot water	2 commercial sized sinks
Commercial dishwasher	4 handwashing sinks
8 prep tables (on wheels)	2 cooling racks
Storage racks	Commercial freezer (3 racks, 12 shelves)
Commercial fridge (5 racks, 20 shelves)	Dry storage (5 racks, 20 shelves)

Guidelines for Kitchen Use

Please remember that safety and sanitation come first when making work decisions in the preparation, dishwashing or serving areas. This will keep food safe and avoid accidents.

- Fans above stove must be turned on at all times when cooking and turned off before leaving unless someone is ready to use it afterward
- Keep food and work areas clean and prevent cross-contamination.
- Cook each food to its appropriate doneness temperature. Use a thermometer.
- Chill and store food safely.
- No children under the age of 15 may be in the kitchen at any time.
- Hair coverings, caps, or bandanas are required for men and women while in the Kitchen.
- Store belongings away from food preparation areas.
- Please do not eat or drink in the Kitchen. Tasting and covered water bottles are permitted.
- Cut only on cutting boards and not on the stainless-steel counter tops.
- Wash all counter tops and work areas with the sanitizer provided.
- All foods prepared for an event must be removed from the kitchen at the end of the event.
- No items are to be left in the refrigerator, freezer, cupboards or shelving.

To ensure that the food you prepare and serve in our kitchen is safe, we would like kitchen workers to pay special attention to the following information:

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another (e.g., cutting meat to cutting bread) and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut on your hand.
- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go onto the next item.
- After cutting raw food, wash small wares and countertops with hot, soapy water and sanitize them.
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (140°F or above) and cold food cold (40°F or below).
- Remember the 2-hour rule. Perishable food should never be left in the temperature Danger Zone (between 40°F and 140°F) for more than 2 hours. This includes both hot food and cold food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage.

Allow foods to rest after microwave cooking for the recommended time. This will allow food to complete the cooking process.

Guidelines for Clean-up

- You must leave the space the way that you found it every single time you use it. If it is left untidy or dirty you must notify a facility attendant immediately.
- The renter is responsible for all cleaning done in the kitchen during and after the event.
- An AHS cleaning schedule is provided during Pre-Kitchen Walkthrough. Please fill out provided cleaning schedule form each time you clean the shared space.
- All small wares are to be cleaned, air dried and put back in the appropriate storage space.
- Nothing is to be left in/on the sinks, tables, floors, or counters.
- All items not belonging to the CCBCC need to be removed at the end of the event. Any items left behind will be disposed of appropriately.
- Sinks, counters, tabletops, equipment, etc. must be thoroughly cleaned and sanitized after use. Sanitizing Spray will be provided. Please ask a facility attendant when ready.
- Floors and under all counters and equipment should be swept clean and mopped. Broom and Mop will be provided. Please ask a facility attendant when ready.
- Grease traps under the stove top and grill must be cleaned.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly.
- Mop bucket wastewater should be disposed of in the custodial room ONLY.
- Cleaning or rinsing of mops or custodial equipment in any Kitchen is NOT permitted.
- All trash must be properly bagged and placed in the garbage room.
- Flat top grill and stovetops are to be washed clean; oven wiped clean (if used).
- Leftover foods properly disposed of.
- Supplies and equipment returned to their proper places. Any items left behind will be disposed of appropriately.
- Coffee maker emptied.
- Portable coffee and hot water urns emptied, rinsed, and washed out.
- Dishwasher emptied, turned off and the lid is closed.

Food Handling Permit

An application for a Food Handling Permit may be required dependent on the reason for renting the commercial kitchen at the CCBCC. It would be completed and submitted to Alberta Health Services at least 14 days prior to booking space at the Beaumont Community Centre, if applicable.

Upon receiving a completed application, a public health inspector will contact you to arrange an on-site inspection. Initial inspections require that all equipment and fixtures are in place and operating, all construction is complete, and the premises are in a clean and sanitary condition.

The Food Handling Permit issued to an operator of an approved facility is not transferable. For change of ownership, the new operator must apply for a new Food Handling Permit two weeks prior to taking over the operation.

The link for the online application: <https://www.albertahealthservices.ca/frm-03298.pdf>