



## ***E A S T E L G I N*** ***Community Complex***

October 18, 2024

### **Request for Expression of Interest**

Re: Provision of Concession Services for the East Elgin Community Complex (EECC)

#### **Objective:**

The East Elgin Community Complex (EECC), located at 531 Talbot Street West, Aylmer, ON, N5H 2T9, is seeking Expressions of Interest (EOI) from individuals, community groups, or businesses interested in providing concession services at this high-traffic community facility. This opportunity is ideal for vendors who are eager to serve the public and contribute to the overall experience at one of Elgin's premier recreational complexes.

There is no deadline for submission. Applications will be accepted on an ongoing basis.

#### **Background:**

Owned by the Township of Malahide and the Town of Aylmer, the East Elgin Community Complex opened to the public on May 29, 2004. As set out in the East Elgin Community Complex Terms of Reference, the Town of Aylmer is the administering municipality. Situated on 17 acres, the East Elgin Community Complex includes the Imperial Hall, a multi-purpose community hall that can accommodate up to 600 people for banquets and special events or be divided into 3 smaller halls, a hall on the mezzanine level overlooking the East Link Arena that accommodates 178 people, meeting rooms, 2 NHL-sized arenas, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the Eastlink Arena is home to the Aylmer Spitfires Junior "C" Hockey Club. The Kinsmen Arena has bench style seating for 366 spectators.

#### **Mission:**

The EECC is committed to excel in providing effective, responsible and community focused service in partnership with the citizens of the Town of Aylmer and Township of Malahide.

#### **Vision:**

A first-class community recreational and social center that meets the needs and

expectations of our patrons.

### **Service Provisions and other Requirements:**

It is imperative and mandatory that the successful proponent follows all relevant public health requirements, as set out by the Province of Ontario and/or Southwestern Public Health. In circumstances where interpretation of public health requirements is required, the EECC will rely on the advice and guidance of Southwestern Public Health.

### **Scope of Expression of Interest:**

This Expression of Interest differs from conventional tenders or request for proposal in that it is an inquiry for the provision of concession services at the EECC. The Board will not necessarily enter into an agreement with a concessionaire as a result of this process. The Board may issue an invitation to tender or request for proposal for these services as a result of this advertisement or based on any other information which may come to its attention; or it may invite offers by way of public tender/request for proposal. The Board reserves the right to proceed with concession services at the EECC by contacting only parties deemed to most effectively meet the needs of the facility. The Board may ultimately decide not to proceed with this process based on information received and reserves the right for cancellation of this process.

The East Elgin Community Complex must receive the following information in the Expression of Interest:

1. Name of individual or business
2. Brief description of business
3. Relevant experience in concession operations or similar and relevant experience
4. Proposed compensation package payable to the EECC
5. Proposed menu (e.g. hot & cold food)
6. Proposed hours of operation, summer/winter
7. At least three (3) references

### **Site Tours:**

Some concession equipment is available and can be viewed by calling or making an appointment with the undersigned. It is not currently possible to sub-meter utilities that are available on site.

Concession tours can be arranged by contacting the administration office (519) 773-5631.

531 Talbot Street West, Aylmer, N5H 2T9 Monday-Friday 8:30 a.m. - 4:30 p.m.

Website: [www.eecc.ca](http://www.eecc.ca)

For more information visit: <https://eastelgincommunitycomplex.ca/concessions>

**Questions:**

Any questions should be directed, in writing, to Susie Wray.

**Submissions:**

Expression of interest materials will be received here:

Susie Wray

East Elgin Community Complex, 531 Talbot Street West, Aylmer, ON, N5H 2T9

(226) 545-0103

[swray@town.aylmer.on.ca](mailto:swray@town.aylmer.on.ca)