



May 21, 2025

## **Request for Expression of Interest**

Re: Provision of Arcade Style Games for the East Elgin Community Complex (EECC)

### **Objective:**

The East Elgin Community Complex (EECC) Board of Management is seeking Expressions of Interest (EOI) from individuals, community groups, or businesses interested in installing for-profit arcade style games at the EECC located at 531 Talbot Street West, Aylmer, ON, N5H 2T9. The EECC is offering space in the main lobby at this high-traffic community facility. The main lobby serves as the main meeting area and vendor area for most events, tournaments, and community celebrations (New Year's Eve and Canada day). 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.

The Board is offering the space as a 3 month trial period to assess the viability and lucrativeness of a long-term operation. The Board is offering the space from September 3 to December 3, 2025. The deadline for submission is **June 20th, 2025 at 4:00pm.**

### **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 administrating 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 be a fully licensed operator that complies with any and all regulations governing the operation of for-profit arcade type games as set out by the Province of Ontario and any other regulatory and/or governing body.

**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 services at the EECC. The Board will not necessarily enter into an agreement with a service provider 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 service providers 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 arcade operations or similar and relevant experience
4. Proposed compensation package payable to the EECC
5. At least three (3) references

**Evaluation of Proposals:**

Proposal will be evaluated based on the financial benefit to the complex, structure of the financial agreement, risk and liability assigned to the Board, and decision making/oversight options afforded to the Board. Proposals demonstrating the greatest financial benefit, offer the lowest risk and liability to the board, and greatest decision-making options will be evaluated higher than those that do not.

**Site Tours / Existing Conditions:**

The Complex is open to the public and the space being offered can be viewed anytime

during regular business hours. As stated below, inquiries about the space must be in writing and directed Susie Wray, Parks and Recreation Manager.

As shown in the photos, the space being offered is a recessed area on the ground floor in the main lobby located next to the concession stand ideally situated between the entrances to the twin ice pads.



The space is approximately 4.5 meters in length and 1.85 meters deep. The area is service by overhead lighting, 4 electrical outlets, and has Wi-Fi connectivity.

**Questions:**

Any questions should be directed, in writing, to Susie Wray. The Board accepts no responsibility for the accuracy of any information provided other than what is contained in this EOI or as provided as a formal response to written questions. Inquiries must not be directed to other staff or elected officials. Directing inquiries to other than the person noted above may result in your submission being rejected.

**Submissions:**

Expression of interest materials will be received here:

Susie Wray, Parks and Recreation Manager.  
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)