



August 7, 2019

Request for Expression of Interest.

Re: Provide Concession services for the East Elgin Community Complex.

**Background:**

Owned and operated by the Township of Malahide and the Town of Aylmer, the East Elgin Community Complex opened to the public on May 29, 2004. 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 arenas, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the East Link 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

**Objective:**

This Expression of Interest is for The Town of Aylmer & Township of Malahide to solicit interested parties in providing concession services at the East Elgin Community Complex (EECC), 531 Talbot Street West, N5H-2T9.

Note that this is not a tender process, nor a request for proposal, but only an inquiry for the provision of concession services at the EECC. The Town and Township will not necessarily hire a concessionaire as a result of this process. The Town and

Township 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 Town and Township reserves the right to proceed with concession services at the EECC by contacting only parties deemed to most effectively meet the need of the facility. The Town and Township may ultimately decide not to proceed with this process based on information received and reserves the right for cancellation of this process.

Some concession equipment is available and can be viewed by calling or making an appointment with the undersigned.

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

- (a) Name of individual or company;
- (b) Brief description of company or business;
- (c) Relevant experience in concession operations or experience;
- (d) Proposed compensation package payable to the EECC, (monthly rent, payable last day of each month)
- (e) Proposed menu (hot & cold food) & price list;
- (f) Proposed hours of operation, summer/winter;
- (g) At least three (3) references;

**Site Tours:**

Concession tours can be arranged by contacting the administration office (519)-773-5631. Monday-Friday 8:30 am-5:00pm.  
Website-eecc.ca

**Submissions:**

Expression of interest materials will only be received by:

Thomas John Polland  
East Elgin Community Complex, 531 Talbot Street West,  
Aylmer, On, N5h-2T9  
519-773-5631  
tpolland@town.aylmer.on.ca

