



Request for Proposal QUALIFIED PREFERRED CATERERS RFP 2022-11

Catering Services

Addendum 1 – November 23rd, 2022

Answers to Questions received up until and including November 22nd, 2022

Q1: What is the capacity of the Field House?

A1: *80-90.*

Q2: What size are the tables at each location? (Field House, 55+ Activity Centre, etc)

A2: *Each space has its own allocated tables. Fieldhouse has 8' tables and 5' rounds, Seniors has 6' tables. Main Building has 8' tables.*

Q3: Can alcoholic beverages be taken outside at the Field House?

A3: *Alcoholic beverages may be taken out on the patio. They may not be taken outside the front door.*

Q4: Can the golf course be tied with the booking as well for staff parties, etc?

A4: *Yes, it's possible to arrange the closure of the golf course for an event.*

Q5: Will there be a facility manager on-site during events?

A5: *Depending on the time of the event, there may not be a facility manager on-site. Our bartenders are qualified to handle situations related to service and maintenance can be contacted for further assistance if need be. The Food Services Team Lead may be on-site for additional assistance depending on the time of the event as well.*

Q6: Are we obligated to use a West Shore bartender?

A6: *Yes, for the Field House. Other locations you do not have to.*

Q7: Can clients bring their own liquor?

A7: *This would be license dependent and dependent on the type of event. The Fieldhouse is our license & bartender, no modifications. The other locations onsite require a Special Occasion or Catering LQ license where responsibility for service falls on the license holder. Based on the type of event we may require security for larger events, or events taking place later in the evening. For LQ service onsite we would prefer the service was looked after by the Preferred Caterers, but we have not set this in stone yet, so it would be approved on a case-by-case basis.*

Q8: What time can rental groups arrive on-site to begin setting up? Can we have things delivered beforehand?

A8: *A delivery can be made in advance of an event if the space is booked to accommodate the equipment. In the past we have received deliveries after 6pm the night before the event and stored them overnight for an additional \$100 if there are no conflicts with other bookings at those hours.*

Q9: When do rental groups have to leave by?

A9: *Rental groups must leave by the stated end time.*

Q10: Is the equipment in the Field House kitchen serviced regularly?

A10: *Yes.*

Q11: Is the 55+ Activity Centre active everyday?

A11: *Yes.*

Q12: What is the capacity for the 55+ Activity Centre?

A12: *205.*

Q13: How long can rentals go for?

A13: *We try to end all events by midnight, 1am the latest for tear-down, clean-up, etc.*

Q14: Is the 55+ Activity Centre rented by the hourly?

A14: *Yes.*

Q15: Can the ISC be used?

A15: *The artificial turf can be pulled up and the cement floor space can be used for events.*

Q16: Can the loading dock at JDF be used?

A16: *Yes, a Key can be signed out at reception.*

End of Addendum 1