



Marda Loop Communities Association

**MARDA LOOP COMMUNITIES ASSOCIATION (“MLCA”)
COMMUNITY HALL RENTAL
FOOD & BEVERAGE POLICIES & PROCEDURES**

1. Food

- a. Outside food is permitted. Food may be provided by Renter directly, or through a catering service contracted to the Renter. Food may be prepared off-site and delivered to the Hall, or may be prepared in the Hall kitchens.
 - i. Hall kitchens have commercial-grade food preparation and cleaning equipment, and have current Food handling Permits from Alberta Health Services.
- b. Renter and/or caterer is to ensure that all appropriate Province of Alberta food handling, preparation, and service regulations and procedures are followed.
- c. If kitchen is required for food or food service storage, preparation, cooking, and/or clean-up, Renter must rent kitchen as “add-on to event” rental. Otherwise, Renter must set up all food service on tables in the assembly space, and may only use the kitchen on an “emergency” basis (water, clean-ups, etc.)
- d. Renter is responsible for disposing of all food and food service waste properly in outdoor garbage bin, removing all food service equipment and leftover food, wiping all tables, counters, etc. to restore them to the condition in which they were provided to the Renter, and cleaning all equipment belonging to the MLCA provided for the function (coffee/tea equipment, etc.)

2. Beverage

- a. Non-alcoholic
 - i. There are the following options:
 1. Renter may supply and serve non-alcoholic beverages and all necessary materials and supplies themselves.
 2. Renter may hire a third party to provide beverage supplies and service.
- b. Alcoholic
 - i. In ALL cases, acquiring, displaying, and complying with all regulations and procedures of the appropriate Province of Alberta liquor license (typically a Private Special Event License) is the responsibility of the Renter. See <http://www.aqlc.gov.ab.ca/licences/specialevents.asp> for guidance.
 - ii. The Renter is also responsible for purchasing all alcoholic beverages, delivering them to the Hall no sooner than the commencement of their booking time, and removing all alcoholic beverage containers (full, partially full, or empty) from the Hall upon completion of their event.



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- iii. iii. There are two options for dispensing alcoholic beverages:
 1. The Renter may provide their own “bar staff”.
 - a. NB: While it is not technically required under the terms of a Special Event License, the MLCA strongly recommends that if Renters are providing their own bar staff, at least one should have completed ProServe liquor staff training. See <http://www.aglc.gov.ab.ca/responsibleliquorservice/ProServe.asp> for guidance.
 2. The Renter may choose to have a third party provide bar service. The MLCA does not provide bar service, although we can recommend independent providers.
- iv. As with food, renter is responsible for disposing of all waste, removing all beverage service materials and supplies, and doing whatever basic cleaning is required to return the building to an ‘as found” condition.

3. Food and beverage equipment, materials, and supplies

- a. The only equipment, materials, or supplies the MLCA can and will provide on request are coffee and tea preparation equipment (but not service supplies) as well as supplies as itemized previously under corkage.
- b. All other equipment, materials, and supplies for food and/or beverage preparation, service, and/or consumption are the responsibility of the Renter.
 - i. This includes, but is not limited to, table coverings and all other linens; dinnerware; glassware; cutlery; all cooking, holding, dispensing, and serving equipment, etc.
 - ii. All such equipment, materials, and supplies must be removed from the Hall by the Renter upon completion of their event.
 - iii. All such equipment, materials, and supplies may be provided by the Renter directly, provided through a catering service, or provided by an event rental.