



# *Banquet Package*



*Your information guide to Strathcona County's Banquet Halls at the Ardrossan Recreation Complex and the Moyer Recreation Centre*



**STRATHCONA  
COUNTY**



*The perfect place for your special event*

Ardrossan Recreation  
Complex  
#80 First Avenue  
Ardrossan, Alberta T8E 2E2  
Phone: 780-922-3377  
Fax: 780-922-3379

Moyer Recreation Centre  
54569 Range Road 215  
Fort Saskatchewan, Alberta T8L 4B9  
Phone: 780-998-7022  
Fax: 780-998-7025



# Ardrossan Recreation Complex

The halls located at the Ardrossan Recreation Complex and the Moyer Recreation Centre are each nestled in scenic rural areas in Strathcona County not far from Sherwood Park. Each hall can accommodate up to 400 people with round and/or rectangular tables, or up to 500 people without tables. Amenities include a commercial kitchen so you can bring your own caterer, air conditioning, hardwood floors, a podium and sound system with cordless microphone. For an additional charge, overnight camping is also available in the parking lots. There are no RV services.

You can book the hall only or add in the full or light kitchen depending how on you plan to cater your event.

## Hall Information

Available from 8 a.m. on the day of your event until 2 a.m. the following day. This includes the bar area with ice machine and cooler.

\*When signing your rental license, please be clear about what kitchen option you have chosen. If the kitchen is not rented, it will be locked and unavailable for use.

### Full Kitchen\*

- all dishes (no glassware)
- walk-in cooler
- coffee urns
- all cooking utensils
- warming ovens
- commercial dishwasher
- gas stoves  
(4 ovens, 8 burners, 1 grill)
- commercial meat slicer & mixer
- tea towels & aprons

### Light Kitchen\*

- coffee urns
- counter tops for food preparation
- walk-in cooler
- ovens to warm food  
(no pans or stove tops)

### Bar Without Corkage

- ice and bar cooler
- bar tools – cork screw, tongs, shot glasses, can opener

### Bar With Corkage

- ice and bar cooler
- bar tools – cork screw, tongs, shot glasses, can opener
- fountain pop – coke, diet coke, sprite, gingerale and soda water
- clamato juice and orange drink crystals for orange juice
- juice pitchers and 9 oz. plastic flexi-glasses
- renter is responsible for their own bartender

## Table Dimensions/Measurements

Round Tables: 5' diameter – seats 8 per table (ARC - 40 MRC - 40)

Rectangular Tables: 8' x 32" – seats 10 per table (ARC - 53 MRC - 60)





## Hall Guidelines

### Liquor

- Strathcona County requires social rentals involving alcohol to provide Host Liquor Liability Insurance coverage with a minimum of \$2 million with Strathcona County as an additional insured.

### Kitchen

- If you rented the kitchen, please leave it clean and in the same condition as it was when you first arrived. Additional charges may apply for rental damage or other financial expenses.
- Remember to bring your own cleaning supplies.

### Decorations

- Please leave confetti and sparkles outside as they damage the hardwood floor.
- To make it easier to put up decorations, a 6' step ladder and pole are available.
- The use of clips and tacks on peg board rail is permitted. No tape of any kind is permitted on walls. No duct tape is permitted anywhere in the facility.
- Candles are permitted (the flame must be contained.)
- To prevent the spread of the Hanta Virus, hay or straw bales are not allowed in the hall.

### Renter and Staff Responsibilities

- As the Renter, you need to inform your guests about the cost of overnight parking. All guests can see our staff to obtain an overnight permit.
- As the Renter, you need to clean off tables, take down decorations and remove garbage to the outside garbage bin to fulfill the rental agreement. Garbage bags are provided.
- Facility staff are responsible to wash and stack tables and chairs and mop floors following the rental.

### Caterer information

- A renter chooses their own caterer.

It is strongly recommended that a caterer visit the facility to view the kitchen prior to a function to confirm items that are available for use.



## Rental Information

### Cancellations

If a booking is cancelled nine months or more before the booking date, the initial payment will be refunded in full. Cancellations made between six and nine months prior to the booking will be refunded 50 per cent of the initial payment. No refunds will be made when a booking is cancelled less than six months prior to the booking date.

### Licences

Alcohol is permitted with an appropriate liquor permit. Proof of Host Liquor Liability Insurance coverage of \$2 million with Strathcona County named as an additional insured is required.

### Set-up Time

The venue can be rented the day before the event to accommodate set-up. A minimum of three hours must be booked. Staff are available to assist with set-up. A fee is charged per hundred chairs.

### Take Down

All tables need to be cleared off, all bottles and garbage need to be removed from the bar area (black waste bags are supplied). A renter is required to take the garbage to the outside waste bin. All decorations need to be removed as well unless the venue is booked for the following day.

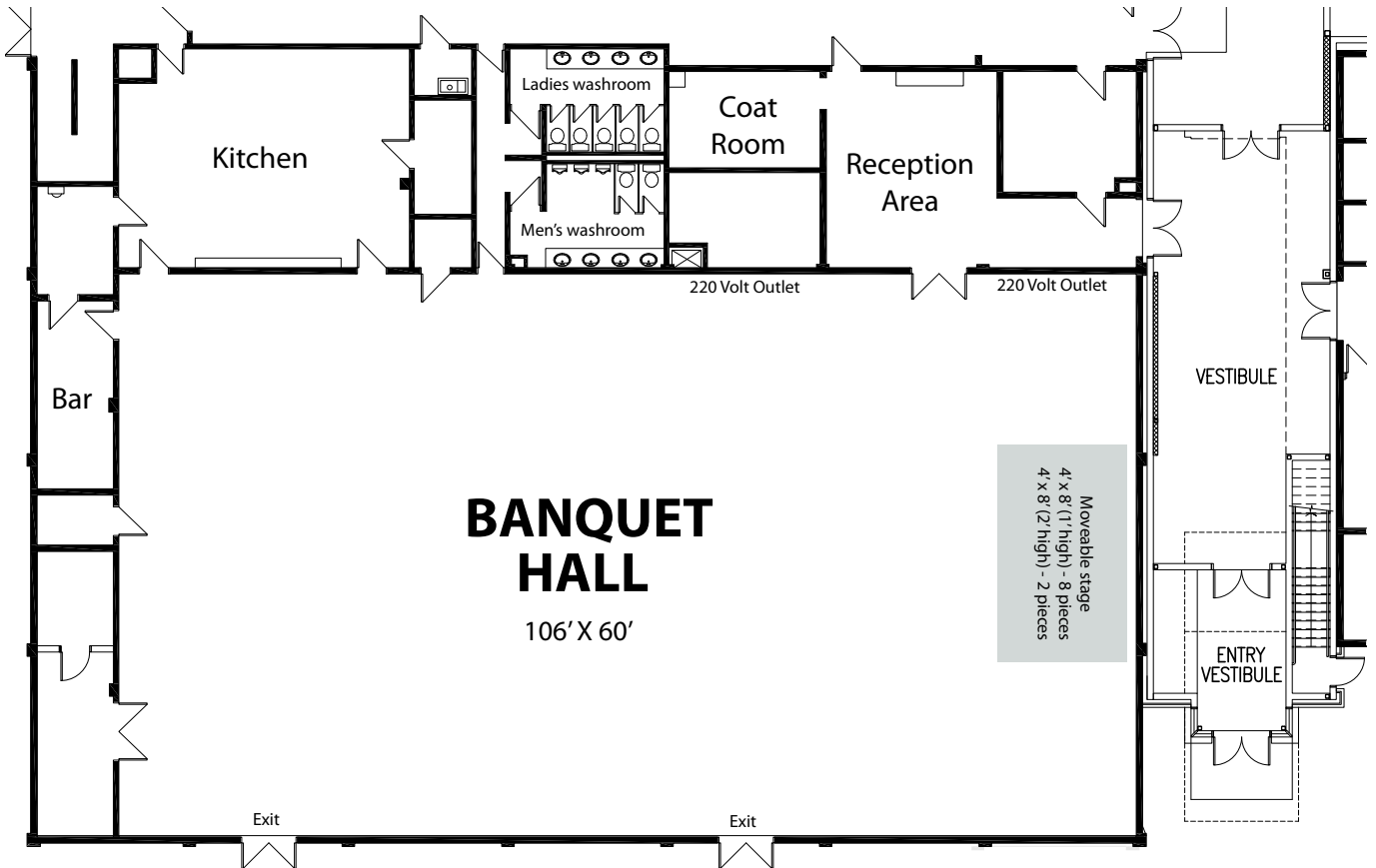
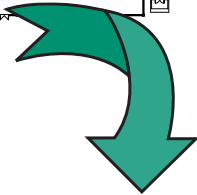
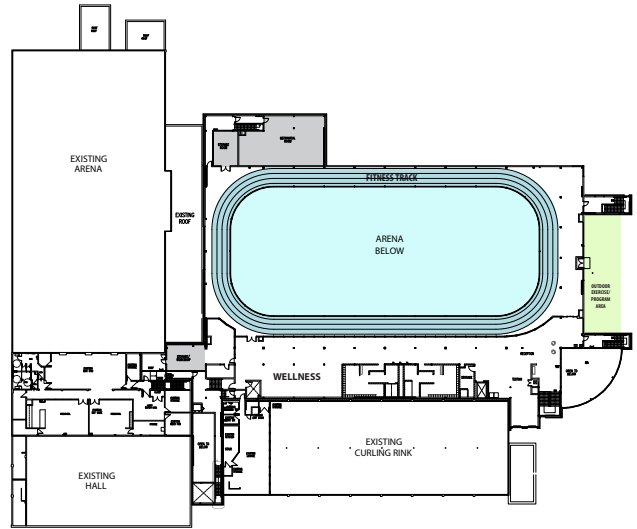
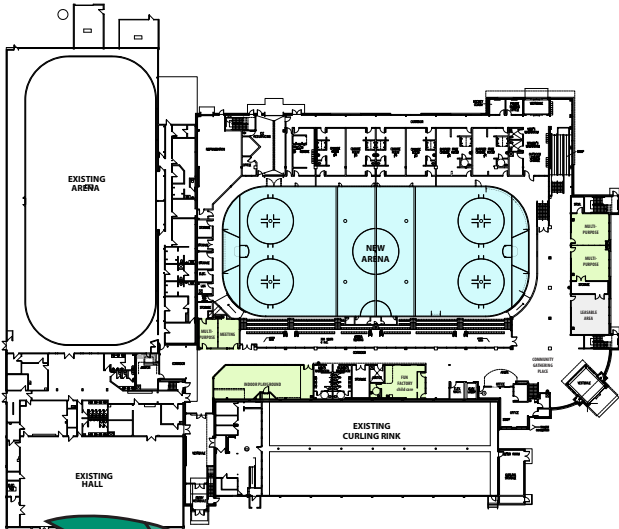
### Security Deposit

A \$350 damage deposit and \$500 initial payment are required at time of booking. The damage deposit is fully refunded unless damage has occurred during the booking.

### Payment Options

Remaining balance is due 14 days prior to the booking. Payment can be made by cash, credit card or cheque (payable to Strathcona County) at any Strathcona County facility.

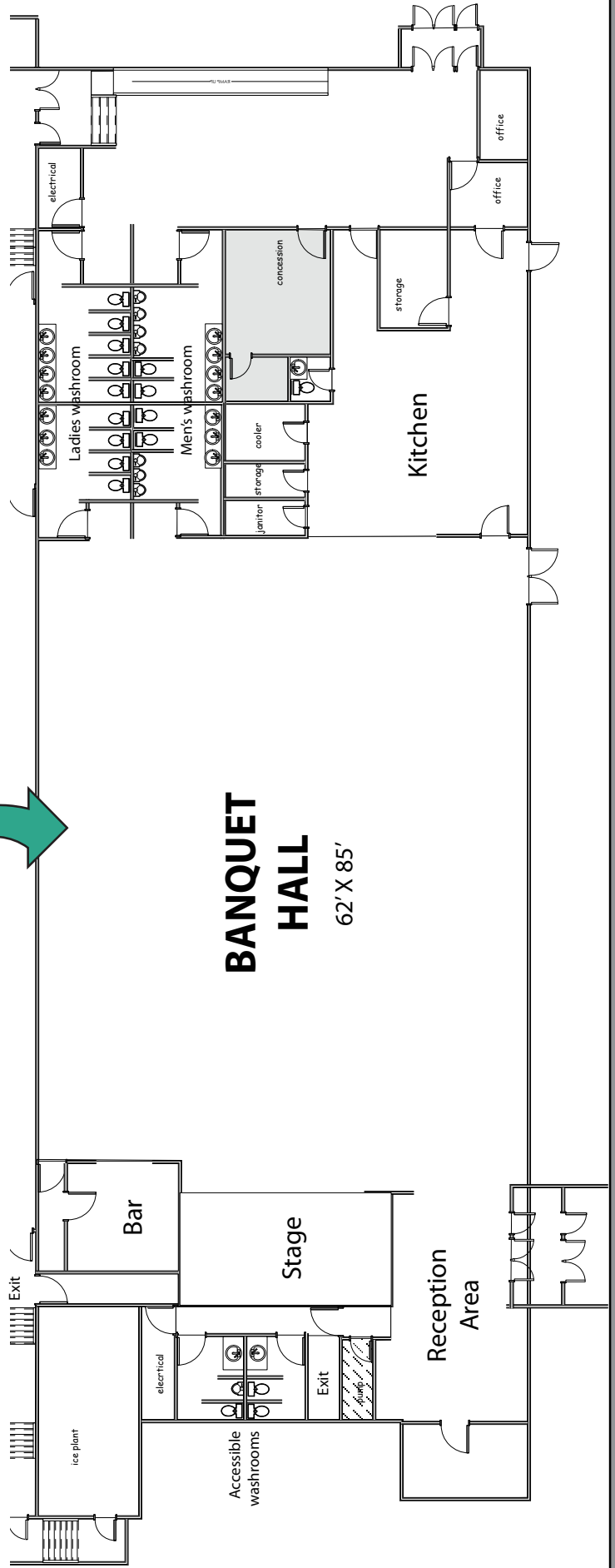
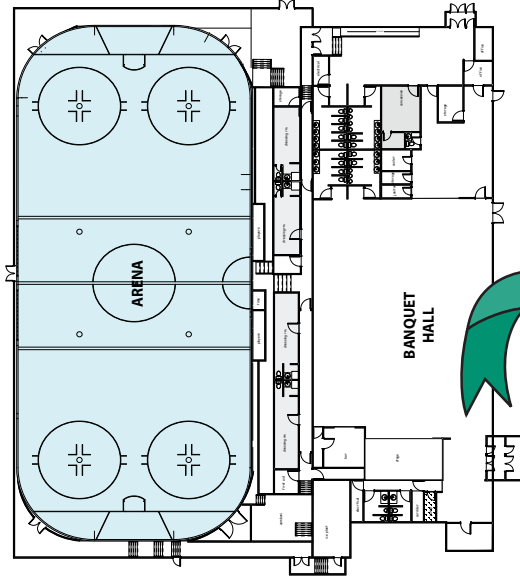




ARDROSSAN RECREATION COMPLEX  
Floor Plan

# MOYER RECREATION CENTRE

Floor Plan





Book your event today

**780-922-3377**

[rural.facilities@strathcona.ca](mailto:rural.facilities@strathcona.ca)

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