



Town of Pilot Butte
Box 253
222 Diamond Place
Pilot Butte SK S0G 3Z0
Phone: 306.781.4547

TOWN OF PILOT BUTTE

CALL FOR TENDER – ARENA CANTEEN OPERATIONS

The Town of Pilot Butte is inviting interested tenders for the operation of the Arena Canteen located at the Pilot Butte Recreation Facility located at 222 Diamond Place.

The Town is seeking an experienced and motivated operator to manage the canteen services that support rink programming, tournaments, community events, and regular facility use.

TENDER SUBMISSION DEADLINE

All tender submissions must be received **no later than April 30, 2026 at 5:00 PM.**

LEASE TERM

The successful applicant will enter into a two-year lease agreement for the canteen operation:

May 1, 2026 – May 1, 2028

FACILITY OVERVIEW

The Pilot Butte Recreation Facility is a busy community hub hosting:

- Minor hockey programming
- Figure skating
- Public skating
- Tournaments and special events
- School and community rentals

The arena canteen is located within the facility and serves patrons during events and regular programming.

OPERATOR RESPONSIBILITIES

The successful leasee will be responsible for:

- Operating the arena canteen during scheduled events and peak facility use
- Providing a variety of food and beverage options suitable for arena patrons
- Maintaining food safety standards and required certifications
- Purchasing and managing inventory and supplies
- Maintaining cleanliness and sanitation of the canteen area
- Obtaining and maintaining all required health permits and business licenses
- Staffing and managing all canteen personnel



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PROPOSAL REQUIREMENTS

Tender submissions should include the following information:

1. Applicant Information
 - Name of individual or business
 - Contact information
2. Relevant Experience
 - Food service or concession experience
 - Previous facility or arena operations (if applicable)
3. Operational Plan
 - Proposed menu and pricing structure
 - Hours of operation
 - Staffing plan
4. References
 - Minimum of two references related to food service or business operations

EVALUATION CRITERIA

Submissions will be evaluated based on:

- Relevant experience
- Quality and feasibility of operational plan
- Financial proposal
- References
- Ability to provide reliable service during arena programming

The Town reserves the right to accept or reject any or all tenders.

SUBMISSION INSTRUCTIONS

Tender packages may be submitted by e-mail or in person.

E-MAIL SUBMISSIONS:

Alicia Andrusiak - Director of Parks, Recreation & Culture at alicia@pilotbutte.ca or recreation@pilotbutte.ca

MAIL OR IN-PERSON SUBMISSIONS:

Town of Pilot Butte
Attn: Alicia Andrusiak - Director of Parks, Recreation & Culture
222 Diamond Place, Box 253, Pilot Butte, SK, S0G 3Z0



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INQUIRIES

For questions or additional information regarding this tender, please contact:

Alicia Andrusiak

Director of Parks, Recreation & Culture

Town of Pilot Butte

alicia@pilotbutte.ca

306-781-3402