



Ice User Event/Tournament Checklist

This list must be provided to Arena Staff **1 week prior to event** (Memorial fax: 782-9568)

Tournament organizer name and contact number: _____

Team Name: _____

Event Name: _____ Event Date: _____

FACILITY REQUIRED

Please select as many as is required. Note the second meeting room in the Memorial – Alumni Room – must be booked through the Alumni Association (782-4510).

- | | |
|---|--|
| <input type="checkbox"/> Memorial Arena:
<input type="checkbox"/> Pad (rink surface)
<input type="checkbox"/> Meeting Room (1)
<input type="checkbox"/> Mezzanine
<input type="checkbox"/> Lobby
<input type="checkbox"/> Dressing rooms (6) how many? ____ | <input type="checkbox"/> Kin Arena:
<input type="checkbox"/> Pad (rink surface)
<input type="checkbox"/> Meeting Room (1)
<input type="checkbox"/> Lobby
<input type="checkbox"/> Dressing rooms (4) how many? ____ |
|---|--|

DATES AND TIMES (please indicate ALL DATES AND TIMES required):

TIMES:	Mon Date:	Tues Date:	Wed Date:	Thurs Date:	Fri Date:	Sat Date:	Sun Date:
Set Up (i.e. 7am-3pm):							
Event Starts at what time:							
Public access at what time:							
Event finishes at what time:							
Take Down (i.e. 7am-3pm)							

Initials

- _____ I have read and understand the City of Dawson Creek Arena User Guide.
- _____ I understand if alcohol is to be made available at event, I will submit a request to Council 2 months prior to event. Once permit is granted, I will adhere to the guidelines and procedures that are required with this permit.
- _____ I have informed all tournament participants of the City of Dawson Creek's expectations regarding adherence to the arena's posted rules of conduct, dressing room etiquette, supervision of players on and off the ice, dressing room clean-up, emergency evacuation procedures, and responsibility for vandalism.
- _____ I have confirmed that our tournament meets the City of Dawson Creek's requirements regarding insurance coverage and provision of first aid.
- _____ I understand that smoking and drinking is not permitted in the facility and I have made all participants in the event aware of this bylaw.
- _____ A schedule has been provided to the Arena Staff for dressing room assignments.

Please confirm:

- Number of teams in your tournament: _____
- Number of dressing rooms required: _____ (applicable to Figure Skate & Speed Skate club only)
- Number of teams with female players: _____ which teams?

- I have submitted a request to Council to have alcohol available at my event: _____ Yes _____ No
- I require the Memorial/Kin (circle one) meeting room: Yes/ No (circle one).
If yes, you must book these dates with Community Services 250.784.3604
- Flood schedule (remember: each flood is **15 minutes** long): (e.g.: after every 2 periods of play):

- Are you using run-time, stop-time, or a combination?
(e.g.: stop-time for last 5 minutes of third period/run-time for rest of game)

- Does your schedule timing allow for **ALL** aspects of the tournament?
(Warm-ups / injuries / fights / floods / stop-time / overtime / shoot-outs / awards)
_____ YES _____ NO

_____ I will ensure that a "User Group Incident Report" is filled out for **ANY & ALL** injuries (on or off the ice) incurred during the course of our tournament.

I understand that due to other user scheduling, arena staff needs, and the scheduling of our tournament, the home team(s) may not get to use the large dressing room(s). I further understand that due to these same constraints, it may not be possible for some or all of the teams to keep their gear in the rooms overnight. I realize that arena staff will try to be as accommodating as possible, but room assignments may vary on a day-by-day and tournament-by-tournament basis as unforeseen circumstances arise. Additionally, I (and all participants) understand that all equipment left in the dressing rooms is done so at the user's risk. The City of Dawson Creek does not accept responsibility for lost or stolen items.

CONCESSION

If you wish to have a concession available at the Memorial Arena, you are required to contact Minor Hockey. If you don't wish to have any concession open, you are required to inform Minor Hockey. **If you open your own concession, you are required to provide a copy of a Temporary Food Permit to the department.**

1. Will there be a concession: YES NO
2. Choose one of the following:
 - Called Minor Hockey (Pat Johnston) and they: will open concession will not open concession
 - Other concession will be opening (with Minor Hockey's permission)

NOTES TO USERS:

- No access to electrical rooms and or panels by anyone, without an "Entertainment Electrical Permit"
- Electrical contractor must be City licensed electrical contractor.
- If sub panel is required, they will be supplied by group renting facility
- Electrical cord not permitted across walkways unless they do not create a trip hazard
- If dressing room key is not returned, re-keying charge of \$50 per dressing room applies
- Nothing strung or hung from rafters without protection to ensure that paint is not marred. Any damage will be repaired at expense of user group
- **Must have insurance. Minimum of \$5,000,000 liability and City to be named as Additional Insured. Must send or bring in a copy of insurance to the Community Services Department.**
- **An arrangement for a dumpster to be placed at the facility for removal of animal waste and/or excess garbage is the responsibility of the user.** Arrangements can be made by contacting Canadian Waste at (250) 782-6488.
- If serving Alcohol you must have a **Special Occasion Permit** from Mayor and Council & Certified Security
- Drapes, Curtains and Decorative Material need to be "Flame tests of Flame - Resistant Fabrics and Films and conform to CAN/ULC-S109". All items must be approved by an authority having jurisdiction.