

Ice Allocation Procedures

2012/2013



Users' Guide for Richmond Hill Arena Facilities



Richmond Hill Community Services Department

P.O. Box 300, 225 East Beaver Creek Road, Richmond Hill, ON L4C 4Y5
Phone: 905 771 8870, Fax: 905 771 2481, Email: booking@richmondhill.ca



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The Community Services Department is committed to serving the needs of the user groups and residents who wish to permit and utilize the arena facilities. This user guide provides all the necessary information and forms required to apply for an ice permit and will be applied consistently and equitably to all ice users.

HOW TO APPLY FOR ARENA ICE PERMIT

1. ICE RENEWAL

AFFILIATED YOUTH AND ADULT/RESIDENT GROUPS

Your group/organization will be provided first right to the exact same dates, times and locations as the previous season. Community Services staff will speak with each group to confirm 2011-2012 season requirements. ***Where any group/organization requires, changes to existing times or locations, allocation will only be made where other groups and organizations are not compromised at the discretion of the Community Services Department.***

COMMERCIAL/NON-RESIDENT

Your ice renewal request will be considered once the local affiliated groups have been accommodated.

2. NEW ICE DATES AND TIMES

If you are a current client in good standing and are requesting additional ice and/or an additional arena facility or change in an arena facility, your request will be considered after all seasonal affiliated permit holder applications are processed. Such requests for new space or a change in space will be processed in the date order received. **Please ensure you fill out the “New Ice Arena Permit Request Form attached”**

Indicate clearly and accurately:

- * The specific arena facility you are applying to utilize
- * The specific ice pad (where more than 1 pad exists in the facility)
- * The specific dates and times required for this space
- * Ensure the forms are completed in their entirety

3. SUBMIT THE APPLICATION TO:

Richmond Hill
Community Services Department - Facility Booking
225 East Beaver Creek Road, 8th Floor
Richmond Hill, ON L4B 3P4
Fax 905 771 2481
Email: booking@richmondhill.ca

4. SPEAK WITH A FACILITY BOOKING CLERK

For the 2012 – 2013 ice rental season, contact the Facility Booking Section at 905 771 8870.

Note the business hours of the facility booking office is Monday through Friday 8:30 a.m. – 4:30 p.m.

5. **DEADLINES**

Seasonal Permit Holders: A timetable for request submission and permit confirmation deadlines is set annually. Current clients that are in good standing will be contacted and requested to submit their requirements to the Booking Clerk before each season’s deadline as indicated in the chart below.

Season	Season Date Range	Submission Deadline	Confirmation Deadline
Spring/Summer Ice	April 1 – August 31	November 15/11	December 15/11
Arena Floor	April 1 – August 31	December 1/11	February 1/12
Fall/Winter Ice	September 1 – March 31	March 31/12	April 30/12

Casual Permits- Short term, single use or spot bookings are available following the permit confirmation deadline for each season, on a first come, first served basis.

NOTE: SHOULD THE APPLICATIONS NOT BE RECEIVED BY THE ABOVE DATE, APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.

SATELLITE OFFICE LOCATION

The newly renovated Elgin Barrow Arena includes a satellite office that provides an opportunity for groups and organizations to drop off payments and make ice and floor inquiries at this site during office hours. Note that all permits will continue to be issued from Richmond Hill’s main office at 225 East Beaver Creek.

TOURNAMENTS AND SPECIAL EVENTS

Hockey tournaments, figure skating shows, etc. bookings are to be made well in advance so the dates can appear as exclusion dates on group and organization seasonal permit schedules. To ensure the tournament and/or special event is appropriately staffed and has all the equipment and program needs it requires to be successful, it is important the Richmond Hill staff are advised. If you require any special tournament or event services (i.e. set up, take down, official ceremony equip. etc.) contact Danny Jones, Supervisor of Facility Operations - Arenas at 905 884 1368. Please complete the Tournament/Event form attached. Staff will be in touch with you at a later date to make all necessary arrangements and confirm permit requirements.

HOW TO APPLY FOR A MEETING ROOM/BANQUET HALL PERMIT

Richmond Hill offers numerous meeting rooms, halls and gymnasiums for rent to the public. If your organization is interested in booking meeting space, hosting your year end banquet, or booking dry land training facilities, the application form is attached. Simply fill it out and fax to the Community Services office at 905 771 2481. You can view facility availability on line at <http://ereg.richmondhill.ca>

OUTDOOR HOCKEY RINK

Richmond Hill operates an outdoor NHL size rink located within Richmond Green Park during the period from May 1 to November 1. If you are interested in permitting this facility contact our booking section for rental information and fees. This official size ball hockey surface can be used for:

- Hockey/ringette practices
- Team skill development
- Ball hockey
- Lacrosse
- Other activities and/or events

To book this facility contact Richmond Green staff at 905 737 1236 or contact the facility booking staff at 905 771 8870.

ICE ALLOCATION PROCESS

1. ICE ALLOCATION POLICY

Richmond Hill Ice Allocation Policy will be in effect for all renewals. Note for the 2012/2013 season, ice time will be allocated based on the previous year's actual use for all affiliated youth and adult groups. Increase in time will only be granted after all other groups have first been satisfied with their previous year's use (all things being equal). Ice time will be allocated in one hour blocks, which includes an allowance for a 10 minute flood.

2. UNALLOCATED AND/OR NEW ICE SPACE AVAILABILITY

Richmond Hill will allocate ice time utilizing the following user priority ranking:

1. Richmond Hill Recreation Programs
2. Affiliated local youth groups
3. Tournaments and Events
4. Boards of Education School Teams (non-prime time)
5. Affiliated local adult leagues
6. Resident private leagues and individual users
7. Commercial and non-resident users

LOCAL NOT-FOR-PROFIT COMMUNITY GROUP ICE BOOKING REQUIREMENTS

In order to receive a Permit as a local affiliated youth or adult group or organization, the permit holder must provide to Richmond Hill:

- Membership/participant list, including names, addresses and phone numbers to verify 75% residency
- List of group/organization executive, including names, addresses, phone numbers and email addresses
- Annual General Meeting Minutes
- Constitution or Statement of Purpose
- Most recent financial statement
- Seasonal schedules, where applicable

The personal information is collected herein pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56. The information will be used by Richmond Hill to confirm residency for the purpose of determining ice rink allocation and all other work incidental thereto. The information is treated securely by Richmond Hill and is destroyed when the information is no longer required for the intended purpose. Provision of the information herein shall be deemed by the author to be his or her consent to the collection and use of the information as indicated. If you have any questions with respect to same, please contact your representative at Richmond Hill.

*****Final permits will not be issued until all items are received*****

SUBMISSION OF LEAGUE GAMES/PRACTICE SCHEDULES

Prior to the start of the contracted permit ice, all leagues are required to submit to Richmond Hill a copy of their league game and practice schedules.

ON LINE ICE AVAILABILITY SEARCH OPTIONS

Richmond Hill has an on line availability search option for ice availability and all Town owned facility booking options. Visit our website at <http://ereg.richmondhill.ca> and click on the facility availability tab. To request the time, submit a completed request form and you will be contacted by our booking staff. Standard booking procedures will apply.

INSURANCE REQUIREMENTS

GENERAL LIABILITY INSURANCE

Liability Insurance is required for all groups, in the amount of \$2 Million, when booking Town facilities.

The purpose of the liability insurance requirement is to ensure that the permit holder/group and Richmond Hill are financially protected against legal actions which might be brought against the permit holder/group or Richmond Hill as a result of the activities taking place at any Town facility. These activities could possibly result in innocent victims (third parties) being injured or the property of others being damaged.

A “Comprehensive General Liability Insurance Policy” is designed to pay, on behalf of the parties insured, any amounts that the insured would be legally obligated to pay as a result of any injury or property damage which was directly related to the permit holder/group activities. Richmond Hill is to be listed as an additional insured on any such liability insurance policy.

Richmond Hill has negotiated with ALL-SPORT, to provide an affordable rate for low to high risk activities, including alcohol-related functions, and can therefore provide your group with insurance at the time of application. Call 905 771 8870 for rates charged under “All-Sport”. A maximum \$25.00 administration fee will be charged by Richmond Hill to process any insurance application through All-Sport. Insurance can also be purchased through any other insurance broker and in this case you must provide an appropriate insurance certificate from a recognized insurance agency before your permit will be issued.

For further clarification please contact Richmond Hill’s Risk Management Department directly at 905 771 8870.

FACILITY WATCH PROGRAM

Participation in recreational activities is an important element in the human development process. Richmond Hill operates facilities and programs which encourage such participation, and is committed to ensuring the safety of patrons as well as staff.

Richmond Hill recognizes that the majority of patrons use Town facilities in a responsible manner. The cost of repairing facilities that have been damaged through violence should not be the responsibility of patrons or the general public, but should be the responsibility of the offender. As such Richmond Hill with the cooperation of the York Region Police developed the Facility Watch Program to assist with the prevention of violence and vandalism from occurring in Town facilities.

PAYMENT and CANCELLATION POLICY

Payment Provisions

1. Permits must be signed by the contact person of the group as confirmation of the booking(s) and understanding of facility rules and regulations.
2. Richmond Hill will pre-bill all major ice time users twice per season, September for payment by October 15 and December for payment by January 15. If alternative payment arrangements are necessary, contact the booking clerk at 905 747 6338. Any group requiring a monthly payment plan must provide monthly post dated cheques or visa authorization.
3. Short term, single use or spot bookings payments are due at the time of booking confirmation.
4. For multi weekly ice bookings in any calendar year, a payment schedule can be arranged if preferred where the last payment shall be received at minimum 30 days prior to the last month of activity.
5. Payment can be made by cash, debit, cheque or visa/mastercard.
6. Bond deposits, where applied, will be refunded ten (10) working days after the event and will be mailed to the address on the permit.
7. All permits where music is played are subject to the applicable SOCAN fees.
8. An administration charge of \$35.00 will be levied for all payments returned Not Sufficient Funds (NSF) Statements will be sent to customers with non-compliance payments and permits could be cancelled so the debt will not increase.
9. Overdue accounts will be subject to an interest charge of 2% per month. Accounts in arrears will be sent to third party collection and the client denied access to future Richmond Hill facility bookings.

Cancellation Provisions

Richmond Hill has the right to control all ice distribution and use at Richmond Hill owned facilities for the duration of the ice contract. Richmond Hill has a responsibility to manage the negative impact that returned ice has on Richmond Hill and the user groups. In order to control this, Richmond Hill will apply the following regarding unused, returned, amended and cancelled ice.

1. Permanent seasonal ice cancellations will only be accepted until September 15.
2. In the event of inclement weather, Richmond Hill has the right to close facilities. Where this occurs a credit will be applied to your permit contract. Please check Richmond Hill's inclement weather hotline at 905 771 5487.
3. There will be no cancellations for September ice.
4. There will be no cancellations for "Halloween" October 31.
5. Organizations interested in avoiding specific days or blocks of time within the booking period, must request such exceptions when submitting applications for ice.
6. After a contract permit is signed, single or occasional use cancellations will be permitted only if initiated by the contract holder and under the following conditions:

- Minimum of ten (10) business days written notice is provided to the facility booking clerk
 - Payment of a cancellation fee of 25% of permit contract total per facility hour affected by the cancellation request, will be applied
 - Less than ten (10) business days notification of cancellation, a refund will not be issued
- You will be financially responsible for ice time as booked if unused for your own reasons.

7. Youth organizations may turn back ice once playoff schedules are confirmed

Black-Out Dates/Statutory Holidays

Dates when ice times will not be allocated due to Statutory Holidays, tournaments, special events, etc. will be confirmed each year during the allocation process. If you require ice on any Statutory Holiday Date, contact the Facility Operations Supervisor at 905 884 1368. Additional fees for staff coverage will apply.

Transfer or Sublet Prohibited

No person, organization, association or minor sports group shall transfer, sublet or permit to be transferred or sublet, any ice allocation, or part thereof, for value or otherwise. If any person, organization association or minor sports group transfers or sublets any ice allocation or any part thereof, or permits such transfer or sublet, their facility rental permit shall be terminated without notice and Richmond Hill shall refund the permit fee on a prorated basis.

RULES AND REGULATIONS

Permits are required for all arena ice and floor use at all community arena facilities and the use of such Facilities shall be governed by the following rules & regulations:

1. Supervision of participants is the responsibility of the group/organization that has the permit for the ice/floor.
2. There is to be no playing of hockey or mini sticks in the lobby, halls or dressing rooms
3. Skate guards must be worn in all lobbies and mezzanines.
4. All coaches are requested to keep players and figure skaters in the dressing room until the ice is ready for use. No player or figure skater will be allowed on the ice while it is being resurfaced or while staff are placing nets. In the event of a violation of this rule, staff will remove the ice resurfacing machine immediately and will not return until that renter's allotted time has ended.
5. All players or figure skaters must leave the ice at the end of the permitted time. Failure to do so will result in an additional fifteen (15) minute fee being applied to the permit.
6. Games running over the allotted time (when other groups follow) will be allowed a maximum of five (5) minutes running time and will then be whistled off the ice. Any stop time games that show three (3) minutes or more on the clock at the end of the permit time, will be whistled at that time.

7. Richmond Hill retains the right to change any ice times as necessary where only 24 hours notice is required.
8. Richmond Hill reserves the right to cancel any permit (contract) for any reason. Richmond Hill will provide as much notice as feasibly possible.
9. All local affiliated group advertisements, promotional flyers, etc. can be placed on the facility community boards with the prior approval of Richmond Hill. Advertisements should not contain information suggesting any endorsement of the activity by Richmond Hill, or any use of the Richmond Hill logo, past or present, unless otherwise agreed to.
10. In accordance with the LCBO regulations, the drinking of alcohol in any arena facility is strictly prohibited. Failure to comply may result in the suspension or cancellation of ice permit contracts.
11. Where permit holders request to serve alcohol at an event or function, the permit holder will be required to obtain a Liquor License from the LCBO and must adhere to all policies of the Liquor License Act and the Municipal Alcohol Policy. The permit holder will not allow alcoholic beverages of any kind to be consumed on the premises without a special occasion permit.
12. At the discretion of Richmond Hill staff, the permit holder may be required to pay for Duty Police or Security coverage.
13. The permit holder shall assume liability for all damages.
14. Richmond Hill will not be responsible for any loss or theft.
15. To indemnify and save harmless Richmond Hill, its servants, agents and workmen, of and from all and every liability of any kind whatsoever including, without limitations, liability for bodily injury or death, damage to persons or property, or liability for any debt which may arise out of the issuance of this permit or the use of the facility herein referred to.
16. No smoking is permitted in any Richmond Hill facility per By-law #60-90 as amended, Municipal Code, Chapter 1072, per By-law #297-99.
17. This contract is not assignable or transferable.
18. Richmond Hill shall not store equipment or supplies owned by outside agencies, persons or groups without permission from the Manager of Facility Operations. It must be noted that Richmond Hill shall not be held responsible or liable for damages or loss to any non-Town equipment or supplies. Applicable fees may be charged where storage is approved.
19. The permit group must vacate the dressing rooms no later than thirty (30) minutes at the end of the rental time and will leave in a clean condition. Failure to do so will result in additional charges.
20. Renewals will only be considered when all prior fees/and or balances have been paid.
21. Fire routes and pedestrian walkways shall be kept clear at all times. Vehicles may only park in approved parking lots (not playing fields or grass areas). The permit holder is responsible for advising participants and spectators that Richmond Hill parking is limited. Parking space will be provided as available, but assumed parking on site cannot be guaranteed.
22. Rates are reviewed annually and are subject to change.

23. The permit holder shall not bring or permit to be brought any food stuffs or drinks into the facility without the expressed written permission of Richmond Hill. Richmond Hill retains the exclusive right to conduct all concession and retail sales within the facilities.
24. The permit holder shall not permit the sale or solicitation for sale of lottery tickets, or any right to win a game of chance within the facility unless permission is granted by Richmond Hill and the appropriate license(s) are in place.
25. The permit holder shall pay Richmond Hill a deposit of \$25.00 or shall deposit a set of car keys as security for each dressing room key provided. Notwithstanding payment or provision of such security, the Permit Holder shall be responsible for the replacement of all locks related to any key which they fail to return. In the event that a set of car keys is used as a deposit, Richmond Hill is entitled to retain those car keys until the obligations are fulfilled.

ALCOHOL CONSUMPTION AT TOWN FACILITIES

Richmond Hill owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption can be permitted under the authority of a Special Occasion Permit. Per the approved Municipal Alcohol Policy, alcohol consumption is not permitted in any arena facilities, including dressing rooms. In order to receive a permit from Richmond Hill, each group/organization must read the Municipal Alcohol Policy and sign the Sports and Facility Activity Agreement.

If this agreement is not signed, a permit will not be issued.

Arena staff has been instructed to report any violation and where groups are found to be non-compliant, permits will be suspended and/or cancelled.

ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

**Town of Richmond Hill
COMMUNITY SERVICES DEPARTMENT**

SPORTS AND FACILITY ACTIVITY AGREEMENT

Name of Team/Group _____
(please print)

Name of Contact Person _____
(please print)

Certification:

1. I understand that alcohol cannot be consumed in Town of Richmond Hill facilities and areas in compliance with the Liquor License Act of Ontario and the Alcohol Policy for Municipal Parks and Recreation Facilities.
2. I understand that if any member of my team is consuming alcohol in these facilities or areas, a letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the York Regional Police Force, at its discretion.
3. I understand that if any member of my team violates the policy within one year of receiving a warning, our group will be suspended from using any Town of Richmond Hill facility or area for a period of one year.
4. Prior to the use of municipal facilities, I will provide Town of Richmond Hill staff with the names and addresses of the team captains so that a brochure outlining the policy can be sent to them.

Signature _____
(contact person)

OFFICE USE

Agreement Received By _____
Signature of Community Services Dept. Representative

Date _____
Day/Month/Year

ALL PERMIT HOLDERS MUST SIGN AND RETURN THIS FORM

**COMMUNITY SERVICES DEPARTMENT
FACILITY RENTAL AGREEMENT**

FACILITY WAIVER

This waiver must be signed for any application to rent a recreation facility either indoor or outdoor.

The Permit Holder/Applicant hereby releases, waives, and forever discharges Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of actions whatsoever, whether in law or equity, in respect of injury, loss or damage to the permit holder/applicant or property, except for claims caused by the negligence of Richmond Hill, its employees, agents, officials, contractors, representatives, elected and appointed officials, successors and assigns, and the Permit Holder/Applicant further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising as a result of, or in any way connected with the issuance of this permit.

SIGNATURE: _____

DATE: _____

MUNICIPAL FREEDOM OF INFORMATION ACT AND PROTECTION OF PRIVACY

Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act, R.S.O, 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used for the purpose of booking facilities. Inquiries may be directed to the Director of Recreation and Culture at 905 771 8870.

THE CORPORATION OF THE TOWN OF RICHMOND HILL CERTIFICATE OF INSURANCE

(to be completed only by the Insurer or its authorized representative)
THIS IS TO CERTIFY TO: THE TOWN OF RICHMOND HILL

Name of Insured:	Address of Insured:
------------------	---------------------

Town of Richmond Hill Contract or file Number:	Site/Location & Description of Work/Activity to which this Certificate applies:
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TYPE OF INSURANCE	POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT OF LIABILITY "PER OCCURANCE"
Comprehensive General Liability Includes: Property Damage Bodily Injury Non- Owned Automobile				2,000,000
Motor Vehicle Liability for all owned operated or leased vehicles				
Umbrella or Excess Liability				
Professional Liability				
OTHER:				

Provisions of amendments or endorsements of listed Policy(ies):

1. **Commercial General Liability** Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products -Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest.
2. It is understood and agreed that **THE CORPORATION OF THE TOWN OF RICHMOND HILL** is added as an **Additional Insured** to the above listed policies with respect to liability arising out of the operations at the above mentioned project.
3. If the insurance provided under the said policy(ies) is canceled or changed in any manner or for any reason during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice by registered mail of such a cancellation or change to:

The Corporation Of The Town of Richmond Hill
P.O. Box 300, 225 East Beaver Creek Road
Richmond Hill, Ontario L4C 4Y5
Attention: Risk Management Branch
4. The policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
5. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out in Item 2.

CERTIFICATION

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 4.

DATE:	NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE COMPANY
-------	---

NAME, ADDRESS AND TELEPHONE NO. OF INSURANCE BROKER	ORIGINAL SIGNATURE AND STAMP OF INSURANCE COMPANY
--	--

New Ice Arena Permit Request

GENERAL INFORMATION

Organization: _____
Total Membership #: _____
Richmond Hill Residency: _____ %
(Attach membership contact list)
Expected Attendance: _____

Community Services Department
225 EAST BEAVER CREEK ROAD
RICHMOND HILL, ON L4B 3P4
Phone: 905 771 8870
Fax: 905 771 2481
Email: booking@richmondhill.ca

PRIMARY CONTACT

Name: _____
Address: _____
Town: _____
Postal Code: _____
Phone: (H) _____ (W) _____
Fax: _____
Email: _____

SECONDARY CONTACT

Name: _____
Address: _____
Town: _____
Postal Code: _____
Phone: (H) _____ (W) _____
Fax: _____
Email: _____

Types of Group: Major Ice

- | | | | |
|----------------|--------------------------|----------------------|--------------------------|
| Minor Hockey | <input type="checkbox"/> | Resident/Commercial | <input type="checkbox"/> |
| Adult | <input type="checkbox"/> | Non-Ice/Floor | <input type="checkbox"/> |
| Ringette | <input type="checkbox"/> | School | <input type="checkbox"/> |
| Figure Skating | <input type="checkbox"/> | Outside/Non-Resident | <input type="checkbox"/> |

ARENA REQUEST INFORMATION

- | | | | |
|----------------------------|-------------------------------|----------------------------|--------------------------|
| Bond Lake Arena: | <input type="checkbox"/> | Elvis Stojko Arena: | <input type="checkbox"/> |
| Ed Sackfield Arena: | <input type="checkbox"/> | Tom Graham Arena: | <input type="checkbox"/> |
| Elgin Barrow Arena: | East <input type="checkbox"/> | Burgundy (West) | <input type="checkbox"/> |
| | West <input type="checkbox"/> | Green (East) | <input type="checkbox"/> |

First Date Required: _____ Last Date Required: _____

PLEASE COMPLETE A SEPARATE FORM FOR EACH ICE PAD REQUEST.

* PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants and that the name and address information will be collected by Richmond Hill for the purpose of verifying registration numbers and % of Richmond Hill residency only. Inquiries may be directed to the Director of Parks, Recreation & Culture, telephone 905 771 8800.

Richmond Hill, Community Services Department

New Ice Arena Permit Request

Renewal of requested Permits	Day of the week	Start Date	End Date	Start Time	End Time

NEW Facility Request	Day of the week	Start Date	End Date	Start Time	End Time

ALL LOCAL COMMUNITY GROUPS
Check (✓) List

- Insurance
- Game Schedule
- Current Executive List
- Players Roster Including Addresses
- Sports Activity Agreement
- Current Board of Directors List
- Previous Years Audited Financial Statement (Local Minor Organizations only)

Applicant Signature: _____

Date: _____

YOU MUST RETURN THIS FORM TO:

Please return to:
Community Services Department
Facility Booking
225 East Beaver Creek, 8th Floor,
Richmond Hill ON L4B 3P4

* PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT

Additional Notes:

Richmond Hill, Community Services Department

Ice Arena Tournament Application

GENERAL INFORMATION

Organization: _____
 Total Membership #: _____
 Richmond Hill Residency: _____ %
 (Attach membership contact list)
 Expected Attendance: _____

Community Services Department
 225 EAST BEAVER CREEK ROAD
 RICHMOND HILL, ON L4B 3P4
 Phone: 905 771 8870
 Fax: 905 771 2481
 Email: booking@richmondhill.ca

PRIMARY CONTACT

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Phone: (H) _____ (W) _____
 Fax: _____
 Email: _____

SECONDARY CONTACT

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Phone: (H) _____ (W) _____
 Fax: _____
 Email: _____

How many teams participating: _____ Expected Attendance: _____

Type of Tournament: (please specify) _____

Tournament Date:

First Date: _____ Last Date: _____

Day of Week:	Mon	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Tues	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Wed	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Thurs	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Fri	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Sat	<input type="checkbox"/>	Start Time: _____		End Time: _____
	Sun	<input type="checkbox"/>	Start Time: _____		End Time: _____

LOCATION: (please indicate 1st and 2nd choice)

Bond Lake Arena	<input type="checkbox"/>	Elgin Barrow Arena – East	<input type="checkbox"/>	Elvis Stojko Arena	<input type="checkbox"/>
Ed Sackfield Arena	<input type="checkbox"/>	West	<input type="checkbox"/>	Tom Graham Arena – Burgundy (West)	<input type="checkbox"/>
				Green (East)	<input type="checkbox"/>

Additional Equipment/Requirements: _____

****You must produce an Insurance Certificate 10 days prior to tournament date.**

Signature of Applicant _____ Date: _____
 (must be 18 years or older – proof of age must be presented upon request)

PLEASE COMPLETE A SEPARATE FORM FOR EACH ICE PAD REQUEST.

*** PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT. RENTAL AGREEMENT IS SUBJECT TO TERMS AND CONDITIONS BY RICHMOND HILL.**

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants and that the name and address information will be collected by Richmond Hill for the purpose of verifying registration numbers and % of Richmond Hill residency only. Inquiries may be directed to the Director of Community Services, telephone 905 771 8800.

Richmond Hill, Community Services Department

Meeting Room/Banquet Hall Permit Request

NEW REQUEST **SEASONAL:**
ONE TIME USE **SEPTEMBER-JUNE**
YEAR ROUND **JULY-AUGUST**

Community Services Department
 225 EAST BEAVER CREEK ROAD
 RICHMOND HILL, ON L4B 3P4
 Phone: 905 771 8870
 Fax: 905 771 2481
 Email: booking@richmondhill.ca

GENERAL INFORMATION

Organization: _____
 Total Membership #: _____ % Richmond Hill Residency: _____ % (Attach membership contact list)
 Expected Attendance: _____

PRIMARY CONTACT

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Phone: (H) _____ (W) _____
 Fax: _____
 Email: _____

SECONDARY CONTACT

Name: _____
 Address: _____
 Town: _____
 Postal Code: _____
 Phone: (H) _____ (W) _____
 Fax: _____
 Email: _____

FACILITY REQUEST INFORMATION

SPECIFIC FACILITY REQUESTED

1st Choice _____
 2nd Choice _____
 3rd Choice _____

Space Requested:	Meeting /Program Room <input type="checkbox"/>	Banquet Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Gym <input type="checkbox"/>
Purpose of Request:	Meeting <input type="checkbox"/>	Recreation Program <input type="checkbox"/>	Other: _____	
	Special Event <input type="checkbox"/>	Private Party <input type="checkbox"/>		
Participant Information:	Alcohol / Food <input type="checkbox"/>	No Alcohol / Food <input type="checkbox"/>		
	Youth Under 18 <input type="checkbox"/>	Adult <input type="checkbox"/>	Family (All ages) <input type="checkbox"/>	
Additional Info:	Licensed Event <input type="checkbox"/>	Food Served <input type="checkbox"/>	Music <input type="checkbox"/>	
(Check all that apply) # _____ Tables Required <input type="checkbox"/>	# _____ Chairs Required <input type="checkbox"/>			

Other Equipment: _____

Additional Notes: _____

*** PLEASE NOTE: YOUR PERMIT IS NOT CONFIRMED WITHOUT FULL PAYMENT**

OF NOTE: Personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act, 1989. Personal information is collected pursuant to the Municipal Act R.S.O. 1990, Chapter M-45 as amended, S.207, Par. 28 and will be used to register program participants and that the name and address information will be collected by Richmond Hill for the purpose of verifying registration numbers and % of Richmond Hill residency only. Inquiries may be directed to the Director of Community Services, telephone 905 771 8800.

Meeting Room/Banquet Hall Permit Request

Booking Info	Day of the week	Start Date	End Date	Start Time	End Time

ALL PERMIT REQUESTS

Check (√) List

Insurance Enclosed

Insurance Required Through Town

Facility Waiver

Special Occasions Agreement
(Only if alcohol is requested)

ALL LOCAL COMMUNITY GROUPS

Check (√) List

Insurance

Insurance Required Through Town

Facility Waiver

Current Executive List

Membership List Including Addresses

Not For Profit Registration #

Annual General Meeting Minutes

Constitution: By-Laws

Please return to:

Community Services Department
Facility Bookings
225 East Beaver Creek, 8th Floor,
Richmond Hill ON L4B 3P4

Applicant Signature: _____ Date: _____

PAYMENT INFORMATION

Cash/Interac _____ Cheque(s): _____ Post-Dated: _____
(Payable to Richmond Hill)

Visa/Mastercard #: _____ Expiry Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____