

Appendix 4: Venue Requirement Form – STAR 1-4 Series

Please confirm the following mandatory venue requirements:

Provide pre-event storage for scoring and music equipment in a dry, secure and safe space for a maximum of two days

Accommodate rink side power requirements to support scoring, music and announcing:

- two (2) 15 amp/110 volt outlets at the officials' stand

Reserve a dedicated off ice space for registration and medal presentations

Reserve appropriate number of dressing rooms (number is dependent on pads used, generally three per pad)

Book maintenance time to allow for installations (officials' stands, music networking, hospitality, registration, etc.)

Confirm ability to install officials' stands and ensure any charges are included in quote

Ensure ice resurfacing staff can support resurfacing schedules

Ensure the ability to remove the glass at the following locations:

- players' bench for officials' stand
- interior dasher partition removal (around time keepers'/ players' bench area)
- coach access during warm-ups

Secure loading dock or entrance ramp with access to an elevator that can be used to move equipment and supplies to hospitality, scoring room and officials' stand (if on a different level)

Secure room for scoring (room for scoring is preferred but not required to be at ice level)

Ensure access to a kitchen/food prep facility: refrigerator, microwave, stove, sink and counter space

Secure space for hospitality (to accommodate approximately 15-25 people for three meals a day)

Venue has a good quality, reliable sound system with professional interfaces at rink side (please refer to Appendix 6 for the required specifications)

For STAR 1-4 events, officials' stands are recommended but not mandatory. Please confirm that the venue will support the temporary installation of an officials' stand that meets the following requirements:

The officials' stand will be situated at the edge of the ice surface, placing the judges at a height sufficient to allow for a clear view of the ice surface (ensure any plexiglass panels around the boards will not impact the field of view)

Ensure the view of the entire ice surface will not be impeded by the officials' stand

Officials' stand must be sufficiently long enough to enable judges to have a separate chair for his/her use with enough space to enter and exit behind the table

Ensure officials' stand can hold tables that are six or eight feet in length and 18 to 24-inches wide (48-inch width is not acceptable)

Ensure tables are securely fastened to the stand platform

Ensure hand railings are connected to the stairs

Clearly outline any venue constraints or requirements that could include:

- installing speakers
- removing glass
- catering
- building officials' stands
- municipal permits

Please outline any mandatory venue requirements that have additional costs (and include these costs in the required quote):

By signing this document, we confirm that all requirements in the Skate Ontario Venue Requirement Form will be met.

Venue Name:	
Venue Contact Information	
Name:	
Email:	
Phone Number:	
Venue Authorized Signature:	