

## Appendix 4: Venue Requirement Form

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:
  - four (4) 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 timekeepers'/ 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 40-60 people for three meals a day)
- Secure space for vendors, including access to power and loading docks for set up
- Venue has a good quality, reliable sound system with professional interfaces at rink side (please refer to Appendix 6 for the required specifications)
- Venue has technical resources such as platform lifts to facilitate installation of music equipment
- Venue's ceiling structure will support the installation of speaker systems (open trusses)
- Live streaming support – venue has a dedicated internet drop, or is open to having this arranged (include any associated cost in quote)
- Venue has tables and chairs to support judges, DS, hospitality and music

**The venue will support the temporary installation of officials' stands that meet the following requirements:**

- The officials' stand will be situated at the edge of the ice surface, placing the judges and technical panel 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 (54'-65') to enable each official, including judges, technical panel, data specialists and event technicians (music player and announcer) 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 up to 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:	

