



Appendix 11: Venue Requirement Form – Provincials

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 (for singles, pairs and ice dance - three per pad, for synchro access to eight dressing rooms)
- 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 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
- Access to an ice paid that has a minimum of 1000 seats

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. Recommendation to be flush with top of the boards for pad that will run synchro
- 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 stag



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 – Provincials will be met.

Venue Name:	
Venue Contact Information	
Name:	



Email:	
Phone Number:	
Venue Authorized Signature:	