



## 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



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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:	
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