



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

September , 2009

To Our Arena Clients:

The 2009/2010 season is currently underway. **Applications** for the use of our HRM Arenas must be submitted along with a **\$10 non-refundable application fee**. At this time, any requests received will be reviewed on a first come first serve basis. **Due to the volume of requests received, ice time cannot be held.**

The following information is available for your review either on our web-site or by request:

- T Application Form
- T Client Information Form
- T Revised 2009/2010 **Fee Schedule**
- T Booking Procedures
  - Process
  - Deadlines
  - Payment Procedures
  - Cancellation Procedures
- T Faxing Procedures
- T ZERO Tolerance Policy

It is the responsibility of the client to review all of the information provided and to familiarize themselves with the procedures set forth by the Facility Scheduling Office. We ask that you pay close attention to the ***Procedures for Booking Arenas*** and to the ***Payment Procedures*** to avoid any confusion. **Regulations** dealing with the signing of contracts as well as payment of accounts **will be strictly enforced.**

The **opening/closing dates for Arenas** for 2009/2010 are as follows:

- Bowles Arena - Tuesday, September 8, 2009
- Gray Arena - Tuesday, September 8, 2009
- Bedford Arena - Tuesday, September 8, 2009
- Devonshire Arena - Thursday, October 1, 2009

**As in past years, all Tournaments** are booked **prior** to regular season schedules, **with the exception of Provincial Play.**

**Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays. If you are asking for ice time that you have not traditionally had, please provide an explanation as to what changes have occurred in your programming to warrant the request.**

The **Facility Scheduler** for HRM Arenas is **Wendy Perry**. Wendy is located in the **Dartmouth Office (81 Ilsley Ave - Suite 12)** and may be reached by calling 490-4723.

To those of you that we have dealt with in the past, we look forward to working with you again this year. To any of you who may be new to the process, we will do everything possible to help ease you into the system.

Yours In Sport,

Ann Wambolt  
Coordinator of Sport and Community Events