



June 22, 2011

To Our Arena Clients:

Applications are now being accepted from our clients for the 2011/12 Ice season. The **deadline for receipt of the applications**, complete with your **\$15 non-refundable application fee**, is Friday, **July 15th**, 2011. After this date, all requests will be accepted and reviewed on a first come first serve basis. **Due to the volume of requests received, ice time cannot be held after this date.** Please note that only those clients who have their account up to date with no outstanding balances owing will be eligible to receive priority booking status. Applications will not be accepted/processed if monies are owing from previous years.

Enclosed you will find the following information:

- T Application Form
- T Client Information Form
- T Revised 2011/2012 **Fee Schedule** (**Note Increase**)
- T Booking Procedures

Please refer to the HRM website for the documents listed below:

- T Faxing Procedures
- T ZERO Tolerance Policy (*Alcohol/Tobacco*)
- T Payment Procedures
- T SOCAN (Society of Composers, Authors and Music Publishers of Canada)

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 dates for Arenas** for 2011/2012 are as follows:

- Bowles Arena - Tuesday, September 6, 2011
- Gray Arena - Tuesday, September 6, 2011
- Bedford Arena - Tuesday, September 6, 2011
- Devonshire Arena - Saturday, October 1, 2011

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.

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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 Ice Allocation Policy will assist us with any hourly increase requests for use over previous years. This Policy is based on potential increases in registration numbers, equality and equity.

The **Facility Scheduler** for HRM Arenas is **Wendy MacLean**.

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

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Enclosures