



March 8, 2011

To Our "Dry Floor" Arena Clients:

The 2011 season for booking "Dry Floor" space in our HRM Arenas is just around the corner. **Applications** are now being accepted from our clients. The **deadline for receipt of the applications**, complete with your **\$15 non-refundable application fee**, is **Thursday, March 31, 2011**. After this date, all requests will be accepted and reviewed on a first come first serve basis. **Floor time cannot be held after this date**. Please note that only those clients who have their account balances up to date with no outstanding balances 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 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)

**The cost for Dry Floor Rentals for the 2011 Season is \$62.00 per hour at the Bedford, Bowles and Gray Arenas; \$52 per hour at the Devonshire Arena. There is a minimum 3 hour Rental.**

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 **tentative start date for Dry Floor Space in the Arenas** for the summer of 2011 is as follows:

- Bowles Arena - April 18th
- Gray Arena - May 30th
- Bedford Arena - April 18th
- Devonshire Arena - April 18th

**As in past years, all Tournaments are booked prior** to regular season schedules.

**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 floor 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 MacLean**.

Wendy is located in the **Dartmouth Office (81 Ilesley 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