

ON-ICE SEASON NON-PROFIT AND CHARITY COMMUNITY BOOTH APPLICATION

The Halifax Regional Municipality is pleased to offer registered non-profit and charity organizations serving the region an opportunity to host a community booth at the Emera Oval.

Application Requirements

- Community booth applications must be received prior to this upcoming on-ice season. Applications submitted must be typed and not hand-written.
- Incomplete applications will not be processed.
- Inquiries by phone may be made to the Emera Oval Special Events Supervisor, Jennifer Nagle at 902-490-2343
- Applications may be submitted via:
email: skateHRM@halifax.ca
fax: 902-490-8450 (attention: Emera Oval Special Events)

Selection Disclaimer

- Organizations applying must be registered as a non-profit or charity group and must directly (but not exclusively) serve communities within the Municipality.
- The number of community booth applications accepted may be influenced by the number of applications received and is at the sole discretion of the Municipality.
- Organizations meeting the community booth application requirements will be selected by a random draw and will be notified after the application submission deadline.
- While the Municipality may consider a preferred community booth date for your organization, in no way is this date guaranteed.
- In submitting this application to the Municipality, your organization declares that you have adopted and will uphold equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, and disability is prohibited by and within your organization.

Community Booth Guidelines, Requirements, and Restrictions

- The Municipality will provide access to a Community Booth space for organizations to operate within. This booth will be sheltered, and internally illuminated.

- Organizations will not have control over pre-recorded music selection.
- Donations for non-profit or charity organizations may be accepted on-site, however, organizations are not permitted to directly solicit donations from the public on-site.
- Ticket sales on-site require a license from the Alcohol and Gaming division of Service Nova Scotia.
- On-site staff and volunteers who may be in direct physical contact with minors (under 18 years of age) must provide the Municipality with Criminal Record Checks (with Vulnerable Sector checks included), as well as Child Abuse Registry Checks.
- On-site staff and volunteers must be clearly identifiable as part of your organization, and must carry approved government issued photo identification on them at all times on-site.
- All intended signage on-site, off-site, and in the media must be approved by the Municipality prior to the event. The use of sponsors is subject to approval by the Municipality. Media Sponsors must be approved in advance. Promotional signage is permitted during your allotted community booth time and must be removed immediately when the organization vacates the site or at the Municipality's discretion. For further information on Municipal HRM Communication guidelines at the Emera Oval, please contact Deanna Wilmshurst, Corporate Communications Marketing Advisor, at (902) 490-1454 or by email at wilmshd@halifax.ca.
- Brief public announcements may be made at the beginning of a public skate and over the day during public skates. These announcements must be 30 seconds or less in duration and must be pre-approved by the Municipality.
- The Municipality reserves the right to cancel the community booth in the case of inclement weather. In the event of event cancellation, efforts will be made by the Emera Oval Special Events Supervisor to provide as much advance notice to the organization hosting the community booth, but are not liable to provide such notice by a pre-determined deadline. Emera Oval closures are made under the guidance of the Emera Oval Manager. The Municipality does not guarantee alternate event dates if an event is canceled.
- Total donations received must be disclosed to the Municipality within ten (10) business days after an organization's community booth presence. Failure to do so may make them ineligible for future community booth and event proposal applications at the Emera Oval.
- All food and refreshments to be used on-site during the event must be purchased through the on-site vendor.

NON-PROFIT AND CHARITY COMMUNITY BOOTH APPLICATION CHECKLIST

It is mandatory that your community booth application include the following (where applicable). **Please return this completed checklist with your typed application.**

Contact Information

- Organization's name
- Registered non-profit or charity #
- Mailing address
- Contact name
- Contact email
- Contact phone number (with hours of availability)
- Contact fax number
- Organization's website

Organization Background

- Organization's mission and mandate
- Community booth objectives and/or donation targets
- Preferred event date and time of day
- Expected number of volunteers on-site
- Target audience and expected attendance
- Equipment intended to bring on-site
- Vehicle parking requirements
- Event promotion strategy outline (print, radio, television, social media, etc.)
- Potential sponsors and their sponsorship roles
- Signage on-site (quantity, type, size, and location)
- Has your organization received support from the Municipality in the past? If yes, please identify the year(s) in which you received support and briefly describe the details of this support.

In signing below, you indicate you have read and understand this application in its entirety.

Name (Print) _____

Name (Signature) _____

Date _____

Date Application Received (Office Use Only) _____

