



TOWN OF WAINWRIGHT

Policy Number: 2008-05

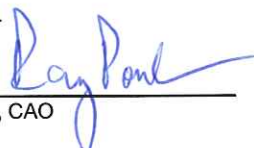
Date of Issue: March 4th, 2008

Page 1 of 2

Motion Number: 2008-82

Policy Subject/Title: PEACE MEMORIAL MULTIPLEX STARTUP/SHUTDOWN
POLICY

Signature of Approval by Authorized Personnel:


Ray Poulin, CAO

Supersedes:

Date of Last Update

Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to provide a basis for provision of arena ice in the off-season.

PROCEDURES:

1. The provision of ice in the primary (Blue) arena is from September 1st through March 31st. Any ice rental prior to or after the above dates is considered beyond the normal mandate of providing recreational services to residents. Should arena bookings fall short of 50% capacity (30 hours/week), the Director of Parks and Recreation may delay the arena startup date until the required criteria has been met.
2. The identified startup date for the secondary ice surface (Green Arena) shall be October 15th, with the shutdown date to be March 31st. Should arena bookings fall below 50% capacity (30 hours/surface/week), the Director of Parks and Recreation may determine an earlier closing date of either or both surfaces.
3. The secondary ice shall be installed October 1st should demand reach a guaranteed minimum of one hundred and sixty (160) total hours on both ice surfaces between October 1st-14th. User groups must commit to this ice time prior to September 1st and are responsible for all ice time booked.
4. Early startup or delayed shutdown will apply to all booking requests for the Peace Memorial Multiplex involving a two-week period immediately prior to or following the identified startup or shutdown dates for the Peace Memorial Multiplex.

5. A booking request will be considered when it involves a minimum of forty (40) hours per week immediately preceding startup or following shutdown dates established in this policy. For both surfaces to be installed or remain in, the booking party must commit to one hundred (100) hours of ice per week.
6. Early startup or delayed shutdown applications are to be received by the Parks & Recreation Department two (2) months prior to the requested booking date. A proposed ice schedule must accompany the application for Department review.
7. Conflicting applications for early startup or delayed shutdown will be resolved based on the duration of the booking request. (Most hours in a week and number of weeks)
8. The Town reserves the right to place restrictions on the length of time the ice is in the Peace Memorial Multiplex. The facility is closed on all statutory holidays.
9. Booking requests that are less or more than two (2) weeks outside the normal parameters of this policy will be subject to review by the Parks & Recreation Board.
10. A contract is to be signed by the requesting party outlining the various conditions for the use of the facility. The hourly rate charged shall be according to the **Peace Memorial Multiplex Facility Fee Structure** policy.
11. Upon confirmation of the booking – 50% of the total ice rental fee + GST is due and considered non-refundable. The non-refundable deposit for local user groups of the facility is 10%, subject to approval by the Parks and Recreation Department.
12. The remaining fifty percent (50%) + GST must be received prior to the first scheduled day booked. The remaining ninety percent (90%) for local user groups shall be paid within thirty (30) days of invoice.
13. If payments are not received in accordance with the above noted policy the booking will be cancelled.