



Process	TOURNAMENT REQUIREMENTS- ARENA ICE/FLOOR USERS	
Log No.	CSAD-PR0017	
Last Revision Date	August 29, 2017	
Performed By	ALL ARENA ICE/FLOOR USER GROUPS	
Process Executed	As required-see "Bookings" below	
Background	Tournament requirements are defined for all minor, adult and third-party users hosting sanctioned tournament events at City facilities. All requirements and timelines for bookings, insurance, vendors, payment and tournament details are defined and must be adhered to.	
Bookings	1	<ul style="list-style-type: none"> • Annual Tournaments - annual facility booking requests for all Tournaments are to be submitted to the Arena Administration Office in writing as defined in the City's Ice/Floor Allocation Time Frames chart (creation in process). • Contracts to be signed and returned by the date requested in the contract(s) to confirm bookings.
Tournament Insurance	2	<ul style="list-style-type: none"> • To be provided a minimum of 30 days prior to the start of the tournament • Commercial General Liability coverage in an amount no less than \$5,000,000. • List "The Corporation of the City of Peterborough, 500 George Street N, Peterborough, ON, K9H 3R9" as the Certificate Holder. • Ensure that "The Corporation of the City of Peterborough" is afforded both additional insured status as well as provided with 30 days notice of cancellation. • Clearly describe the terms of your rental agreement with the City under the "Description of Operations" section of the certificate.
In-Tournament Vendor Requirements	3	<ul style="list-style-type: none"> • A list of proposed vendors is to be provided to the Community Arena Operations Manager/Memorial Centre Operations Manager by the tournament organizer a minimum 30 days prior to the start of the tournament. Please refer to "Attachment A: Tournament Vendor Request Form" • Reference to City By-law 14-080 regarding vendor permits – Vendors must apply for a Temporary Trader License at the City of Peterborough http://www.peterborough.ca/Assets/City+Assets/Forms/Business+Licenses/Temporary+Trader+Application.pdf Vendors are required to provide the following information: <ul style="list-style-type: none"> ○ Business Registration with the Province of Ontario ○ Commercial General Liability coverage in an amount no less than \$2,000,000 ○ List "The Corporation of the City of Peterborough, 500 George Street N, Peterborough, ON, K9H 3R9" as the Certificate Holder



		<ul style="list-style-type: none">○ Ensure that “The Corporation of the City of Peterborough” is afforded both additional insured status as well as provided with 30 days notice of cancellation○ Clearly describe the terms of your rental arrangement with with the City under the “Description of Operations” section of the certificate.
Tournament Schedules	4	<ul style="list-style-type: none">• A tournament schedule including times, team names and facilities to be provided to the Arena Administration Office a minimum of 2 weeks prior to the start of the tournament. Any advance changes to this schedule must be provided immediately to the Arena Administration Office or Operations staff if changes happen after business hours (evenings/weekends).
Set Up	5	<ul style="list-style-type: none">• Tournament organizers are to provide set up requirement requests to the Community Arena Operations Manager/Memorial Centre Operations Manager a minimum 2 weeks prior to the start of the tournament. These requests would include tables & chairs for registration area, areas for approved vendors, etc.
Payment	6	<ul style="list-style-type: none">• 1 day tournaments are due at time of booking.• Monthly invoices will be issued and due at the 1st of the month for multi-day tournaments.