

ON-ICE SEASON NON-PROFIT AND CHARITY EVENT PROPOSAL APPLICATION

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

Objectives

- To provide opportunities for local non-profit and charity organizations serving the Municipality to help raise awareness of their organization, their mission, and their mandate
- To provide fund-raising opportunities for local non-profit and charity organizations serving the region.

Application Requirements

- Event proposals 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 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.
- Applicants must submit an event proposal providing an outline of their event clearly articulating the intent and format of the event including a detailed description of any proposed on-ice activities, and/or off-ice activities. Event examples may include, but are not limited to: on-ice performances, demonstrations, lessons, or activities; regular public skating featuring off-ice activities; a combination of both on/off-ice activities.
- Up to five (5) non-profit or charity hosted events will be selected for this on-ice season, which will depend on the complexity of the events proposed and the availability of municipal resource requirements identified in the event proposals submitted.
- If the number of event proposals received which meet the selection criteria exceed the capacity of the Emera Oval's schedule, event proposals will be selected through a random draw whereby all applicants will have an equal chance to host.

- Applicants who have been accepted to host an event during this on-ice season will not be eligible to host an event during the following on-ice season.
- All proposals will be vetted through the municipal Special Events Task Force before being eligible for selection.
- In submitting this application, your organization declares 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.

Event Guidelines, Requirements, and Restrictions

- Special events at the Emera Oval must be open to the general public and free to attend. With the exception of on-ice demonstrations, all on-ice activities must be open to general public participation.
- 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 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 event sponsors is subject to approval by the Municipality. Media Sponsors must be approved in advance. Promotional signage is permitted during the event only and must be removed immediately upon completion of the event. For further information on 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.
- Organizations selected to host an event must carry a Commercial General Liability insurance policy at a level of not less than Two Million Dollars (\$2,000,000.) inclusive of Bodily Injury and Property Damage, and with Halifax Regional Municipality named as Additionally Insured on the policy. In the event that alcohol, fireworks or any other high risk activity is to be part of the event programming, then the minimum acceptable insurance limits are raised to Five Million Dollars (\$5,000,000.) with Halifax Regional Municipality added to the policy as Additionally Insured. The Certificate of Insurance evidencing appropriate limits and with the Municipality named on the policy must be received by the Emera Oval Special Events Supervisor no less than ten (10) business

days prior to the event. For further information on Municipal Insurance requirements, please contact Dee Vipond, Senior Risk and Insurance Analyst at 902-490-6439 or by email at vipond@halifax.ca.

- The Municipality will provide access to a Community Booth space for organizations to operate within. This booth will be sheltered, and internally illuminated.
- Temporary tents must meet municipal Fire Code Regulations which can be found at www.halifax.ca/FirePrevention/CodesRegulations.html. Tents are not permitted to be spiked into the ground on-site at the Emera Oval, and must be securely weighed down at each tent leg by a minimum of 25lbs. The Municipality reserves the right to have any tent taken down if it presents a safety concern on-site.
- Brief public announcements may be made at the beginning of a public skate and during the special event. Pre-recorded or live music selection and content should be suitable for all-ages and must be approved by the Emera Oval Manager or the Emera Oval Special Events Supervisor.
- The Municipality reserves the right to cancel the event 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 event, 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.
- All food and refreshments to be used on-site during the event must be purchased through the on-site vendor.
- Total donations received must be disclosed to the Municipality within ten (10) business days after an organization's event. Failure to do so may make them ineligible for future special event proposal applications at the Emera Oval.

Emera Oval Facility Amenities

- Free skate rentals provided on a first-come, first-served basis to participants
- Free helmet rentals provided on a first-come, first-served basis to participants
- Outdoor skate changing areas
- Public address system
- Warming trailer
- Outdoor washrooms
- Food services

NON-PROFIT AND CHARITY EVENT PROPOSAL CHECKLIST

It is mandatory that your event proposal include the following (where applicable). This information is used to help better understand the scope of your event. **Please return this completed checklist with your typed application.**

Contact Information

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

Event Overview

- Organization's mission and mandate
- Overview of proposed event elements
- Event objectives (in order of priority)
- Preferred event date and time of day
- Expected number of volunteers on-site
- Organization's ability to manage and run the event
- Organization's previous event delivery experience
- Target audience and expected attendance
- Event schedule
- Site layout (illustrate on attached site map) including general infrastructure, power requirements, staff/volunteer locations, etc.
- Anticipated safety or security concerns and how your organization intends on mitigating such risks
- Equipment intended to bring on-site
- Vehicle parking requirements
- Event set up / take down (projected time and operational description)
- Event promotion strategy outline (print, radio, television, social media, etc.)
- Potential sponsors and their sponsorship roles
- Signage on-site (quantity, type, size, and location)
- Pre-recorded or live music genre and content
- Estimated total operating budget

- Has your event received support from the municipality in the past? If yes, please identify the year(s) in which you received support and briefly describe details of this support.
- Does your organization have any outstanding debt owed to the municipality? If yes, please indicate the amount owing.

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) _____