



Community Suite Allocation Guidelines

Slush Puppie Place (Amended April 2014)

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1.0 Definitions

- a) **“Applicant”** means group that has made application to use the Community Suite.
- b) **“City”** and **“Corporation”** means the Corporation of the City of Kingston.
- c) **“Community Suite”** means the City of Kingston Community Suite at the Centre.
- d) **“Form”** means a standard document as prepared and provided by the City as part allocation process.
- e) **“Groups”** means all registered charities, incorporated not-for-profit organizations, minor sports associations and service clubs operated on a not-for profit basis.
- f) **“Special Conditions”** means any additional conditions as required by the City and/or the Operator.
- g) **“Centre”** means the City’s downtown spectator arena currently known as the Slush Puppie Place and as may be named otherwise in the future.
- h) **“Operator”** is the agent of the City charged with the operation of the Centre, including its ticket distribution system, suite services and food services.
- i) **“Eligible Events”** are regular season Kingston Frontenacs’ hockey games events that the suite is available for use under the terms of this guideline.
- k) **“Open Ticket Inventory”** means the inventory that the Operator sells or distributes to the general public under the terms (i.e. Suite Rental) for use in effect for the private suite area.
- l) **“Event Season”** means the regular Ontario Hockey League season, which is usually the period from September 1st through to March 31st of the subsequent calendar year.

2.0 General

The purpose of this guideline is to establish the parameters of selection for the right to use the Community Suite for regular season Kingston Frontenac hockey games. The Community Suite is to be available to all registered charities, incorporated not-for-profit organizations, minor sports associations and service clubs operated on a not-for profit basis and for private rentals and promotional purpose.

Eligible groups may employ their opportunity of Community Suite use for fundraising and/or recognition events.

3.0 Eligibility Criteria

Geographic Criteria

Priority will be given to groups based in the Census Metropolitan Areas (CMA) which includes the Township of South Frontenac, The Township of Frontenac Islands, Loyalist Township and the City of Kingston. Requests may be considered from organizations outside of the CMA however they may not be considered eligible until all similar requests from CMA-based groups have been granted in any given event season.

Determining Eligibility

Applications will be received and reviewed by the City to determine eligibility. Once determined, the City will advise the Operator of the successful applicants and authorize the Operator to enter each group into a random draw. The draw will take place prior to the start of the OHL season.

Eligible Organizations

3.1 Registered Charities, Incorporated Non-Profit

- Organizations providing a variety of social and recreational services. Documentation, such as charitable registration and/or incorporation number to be provided on the application.

3.2 Minor Sports Associations

- Only amateur sports leagues or associations administering activities solely for children or youth development will be eligible. The organization must operate on a not-for-profit basis and access to the sports program must be available widely to the community as a whole, without discrimination on any grounds.
- The organization must be an association or club which governs multiple teams spanning several age groups. Individual teams involving a narrow age group or small number of participants are not eligible.

3.3 Service Clubs

- The club is operated on a not-for-profit basis, and its purpose includes charitable objects/activity.
- Services of the club are offered to a significant portion of the public and the proposed use of proceeds of the Suite use is for charitable purposes.

4.0 Use of Suite

It is intended that the Suite be made available to registered charities, incorporated not-for-profit organizations, minor sports associations and service clubs operated on a not-for profit basis.

The Suite will be allocated for eligible events in the order of the following priority:

- 4.1 The City of Kingston, up to seven (7) regular season Kingston Frontenac hockey events, for either Council, civic and/or administrative purposes, such as community, corporate or other recognitions or achievements, to be administered by the Chief Administrative Officer
- 4.2 Eligible Community groups will have access to regular season Kingston Frontenacs' hockey games with complimentary tickets provided by and subject to the annual review and approval of the Kingston Frontenacs' Hockey Club.
- 4.3 The Suite will be rented and used by the Operator for concerts, private rentals, Centre promotional purposes including, but not limited to, Centre sponsor/advertiser/supplier recognition and new Centre business. The Operator will rent and manage all remaining dates during an event season.

5.0 Process

Community Application & Eligibility Process

On April 1st of each calendar year, the City will advertise the application period for the upcoming OHL regular season. Applications will be made available on the City's website at www.cityofkingston.ca. Applications may be sent via e-mail or fax and will be received up until the deadline date of June 1st in each calendar year. Applications received after June 1st will not be considered. The City will review each application and determine its eligibility based upon the criteria herein. The City will forward to the Operator the final list of eligible groups for entry into the annual draw.

Kingston Frontenacs' Regular Season Schedule

The schedule of The Kingston Frontenacs' OHL Games for the upcoming event season can be viewed approximately mid- July of each year on the Kingston Frontenacs' website or accessed through the Slush Puppie Place website. The Operator will contact the eligible groups to advise them of the date of their selected game and instructions on providing a \$250 refundable security deposit and the process to acquire the tickets.

Selection Process

The selection process will take place in the following order of priority:

Step 1: The City of Kingston will identify up to 7 Kingston Frontenacs' hockey games per regular OHL season.

Step 2: Using the list of selected eligible applicants, the Operator will randomly draw a game date.

Step 3: After the draw has taken place, the Operator will notify the groups as to their randomly drawn game date and advise them of the process to provide refundable security and acquiring tickets.

The selection process is conducted annually. All interested groups will be invited to reapply in the next year's draw.

For quick reference purpose, the selection process has been summarized in a chart in Section 9.0.

6.0 Responsibilities

6.1 Groups submitting to use the Suite must provide a completed and signed. *Application to Use the Community Suite* form through the webform which provides the following:

- a) description of the group or organization
- b) legal name of the group
- c) a contact name, address and phone number of person responsible for all costs associated with the use of the Suite.
- d) proposed use of the Suite (fundraising, reward program for volunteer, etc.)
- e) provide an alternate contact person.

A charity number (if applicable) must be submitted with the form. Application forms can be emailed, faxed or dropped off at City Hall

6.2 Each group will be limited to one application per event season.

6.3 Upon selection each group must provide to the operator within 10 days of their selected game date:

- A \$250 refundable cheque made payable to the Operator, to be used as security/damage for the use of the Suite. A cheque or cash is to be provided within 10 days of the event.

An administration fee applies for all NSF cheques in accordance with current City of Kingston policy and with the policy of the Operator.

- 6.4 User groups are responsible for the behaviour of their guests who are required to abide by the same rules as other suite holders. Use of the Suite requires that two representatives over the age of 19 of the approved applicant group be in the Suite at all times to ensure compliance with the rules and regulations.
- 6.5 Each group is responsible for all food and beverage costs, hosting/gratuinity fees, and other fees of the selected event and any damages associated with the use of the Suite.

7.0 Terms & Conditions

- 7.1 The Corporation of the City of Kingston reserves the right, entirely at its discretion, to accept or reject any application for the use of the Community Suite at the Slush Puppie Place.
- 7.2 The applicant and user shall obey and observe all rules, regulations and policies of the Centre, laws, by-laws and regulations of the City of Kingston, the Province of Ontario, and the Government of Canada, and further, the applicant and user personally, and jointly and severally, agrees to and with the Corporation of the City of Kingston that the applicant and user will indemnify and save harmless the Corporation of the City of Kingston and its agents, tenants and licensees against all loss, costs, claims, damages, actions, suits of any nature and kind whatsoever which may arise as a result of the use of the facility or area granted under the agreement.
- 7.3 It is further agreed that the Corporation of the City of Kingston and/or the Operator reserves the right to terminate this agreement, to prosecute, suspend, or otherwise penalize the applicant or other representatives for violation of the conditions contained herein.
- 7.4 The applicant and users shall not bring any food or beverages whatsoever into the Suite; all food and/or beverages used or required therein shall be obtained at the applicant/user's sole expense only from the Operator or a concession designated by the Operator. All food and beverage consumed in the Centre and the Suite must be purchased through the Operator at current suite menu pricing. All food must be ordered in advance and must be secured through a valid credit card. Mandatory gratuity and hosting fees will apply and will be detailed on the food pre-order confirmation.
- 7.5 Applicant and users shall at all times maintain proper decorum while using the Suite and shall not attach or display any signs, advertisement, notices or other items in or around the Suite area without the prior written consent of the Operator.

- 7.6 Applicant and users shall not install or permit the installation of any video or audio recording equipment in the Suite and neither applicant nor user will at any time audio or video tape or otherwise copy any portion of any event broadcast in the Suite area by means of closed-circuit television or any other media.
- 7.7 The City of Kingston and/or the Operator shall not be responsible for theft or any other loss or mysterious disappearance of any of the property of the applicant and user in and around the Suite area.
- 7.8 At all times, applicant and user shall restrict occupancy of the Suite to no more than the maximum capacity as specified by the Operator.
- 7.9 Interest at the rate of 1.5% per month will be added to cost of damages greater than \$250.

8.0 Amendments

These guidelines will be reviewed by the Operator and City staff and might be amended occasionally to best meet the community and operational needs.

9.0 Selection Process and Timelines – Quick Reference

Phase 1: Application and eligibility process (OHL Season – September 1st through March 31st)

- April 1st – City advertises the application period for upcoming season.
- June 1st deadline - Community groups submit applications.
- Before July 1st - City forwards list of eligible applicants to the Operator.

Phase 2: Announcement of OHL Regular Season Schedule

- On or about the 3rd week of July - The schedule of the OHL regular season games are published on Kingston Frontenacs website or accessible through the Slush Puppie Place website.

Phase 3: The Selection Process

- Before July 31st, prior to the community groups receiving their random selected dates – City of Kingston identify up to seven OHL games in regular season.
- Eligible groups are assigned their game selection. All remaining events not selected become part of the operator's open ticket inventory.
- 10 days prior to event - Groups are required to provide \$250 refundable cheque or cash.