

# **Town of Dalhousie Inch Arran Ice Palace Events Policy**

## **1. POLICY**

The Town of Dalhousie will establish standards, procedures, guidelines and controls to manage events and activities at the Inch Arran Ice Palace safely, fairly, efficiently and effectively.

## **2. DEFINITIONS**

ACTIVITY is any act taking place in the Inch Arran Ice Palace under a rental agreement, whether written or verbal, and whether a rental fee is paid or not to the Town of Dalhousie as part of the agreement.

EVENT is any activity where the Inch Arran Ice Palace is rented for 4 consecutive hours or more, and whether a rental fee is paid or not, to the Town of Dalhousie.

## **3. PURPOSE**

To ensure proper management and control of events and activities occurring at the Inch Arran Ice Palace.

## **4. SCOPE**

Each and every activity and event held at the Inch Arran Ice Palace will be organized and offered in a manner that protects public safety and follows municipal, provincial, and federal legislation. This policy also covers responsibilities if activities or events run over the agreed-to times, and consequences should illegal activities occur on municipal property in conjunction with the event or activity.

## **5. RESPONSIBILITIES**

### *Mayor & Council*

The Mayor & Council are responsible for:

- Reviewing and revising the policy
- Approving the policy
- Familiarizing themselves with this policy
- Complying with this policy
- Communicating the policy to the CAO

### *Individual Members of Council*

Individual members of Council are responsible for:

- Familiarizing themselves with this policy
- Recommending to Mayor & Council revisions or modifications to this policy
- Complying with this policy

### *CAO*

The CAO is responsible for:

- Recommending to Mayor & Council revisions or modifications to this policy
- Ensuring that staff are made aware of their responsibilities under this policy
- Assuming responsibility for the administration of this policy
- Complying with this policy
- Addressing non-compliance with this policy

### *Facilities Manager*

The Facilities Manager is responsible for:

- Ensuring that activity and event organisers are aware of and comply with this policy
- Ensuring that staff enforce this policy
- Addressing non-compliance with this policy

### *Municipal Staff*

Municipal staff are responsible for:

- Implementing this policy
- Suggesting improvements to this policy to the Facilities Manager and CAO

## **6. PROCEDURES**

**6.1** Event organisers must design schedules so that activities are completed prior to the closing time of the arena. If this is not done, then event organisers will be billed for staff overtime.

**6.2** Teams and other event participants must vacate the dressing rooms by 11:30 pm or else event organisers will be billed for overtime required to clean the premises.

**6.3** If anyone is caught smoking or using illegal drugs on the premises, they will be ejected immediately and risk having the remainder of the event cancelled with no refund to event organisers.

**6.4** Liquor sales on the premises must be authorized under the existing liquor license for the Inch Arran Ice Palace. Unauthorised sale of liquor may result in the remainder of the event cancelled with no refund to event organisers.

**6.5** Proof of insurance for the event must be provided to the Town of Dalhousie 2 weeks prior to the event. If proof of insurance is not provided, then the Town will cancel the event with no refund to event organisers.

**6.6** Event organisers must provide the Town of Dalhousie with a list of what is needed for the event (eg: number of chairs, tables, etc.) at least 48 hours prior to the event start time. Without sufficient notification, the Town of Dalhousie will not guarantee supply of these items.

**6.7** Event organisers must provide security at their cost for the duration of the event. This security must remain on the premises until all event participants have vacated the premises.