

Arena Operators Level 2 Bid to Host Application

Organization: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Position: _____

Number of Committed Participants by Host Community: _____

Potential Dates

Option 1: _____ Option 2: _____

Host Community agrees to:

- The Host will provide a facility free of charge to SPRA for the following:
 - Five (5) days (Monday to Thursday 8:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 2:00 p.m.)
 - include a classroom to accommodate 12-30 participants comfortably
 - provide tables and chairs setup in a classroom style prior to the course beginning each day
 - facility must be open at least thirty minutes before the course begins
- Provide and setup a LCD projector, screen, TV and DVD player (AV equipment)
- Have the AV equipment set up and operational before the course begins each day
- Provide access to an arena refrigeration plant/room tour and for training purposes
- Provide a contact person for the duration of the course in case of emergencies
- Provide coffee, drinks and snacks each morning appropriate for the number of participants
- Provide accommodation contact information to SPRA to include in SPRA information package
- Provide restaurant information to SPRA to include in the SPRA Information package

SPRA agrees to:

- Take registration prior to the course
- Promote and advertise the course
- Provide all course material
- Provide the instructor(s)

Submission:

Please submit your application to Tim Hanna, Consultant – Facilities and Training by email (thanna@spra.sk.ca) or fax 1-306-780-9257. Any questions, please contact Tim at 1-306-780-9324.

**Course Cancellation:**

SPRA reserves the right to cancel courses one (1) week prior to course delivery if less than 12 students are registered for the course. Students that are already registered will be advised at that time the course has been cancelled.

Location Selection:

Selection of courses will be based on past history of hosting, geographical location and District location as ideally we would like to host one course in each of the Sport, Culture and Recreation Districts.

Contractual Obligation:

Once dates and Host Community have been selected a contract will be sent to the Host Community outlining supplies and equipment required and releasing SPRA of any liability incurred during and after the ice has been installed.