TOWN OF SUSSEX POLICY

Subject		Number
SPECIAL EVENT BOOKING PROCEDURE		RD-15
Date	*Approved by*	*Date*
JANUARY 26, 2010	COUNCIL [X] OTHER(S) [ ]	FEBRUARY 21, 2000
Signature	*Date of Revision*	PAGE 1/1
Michael Kennedy	JANUARY 25, 2010	

Special Events shall be defined as any event requesting to be scheduled at the 8th Hussars Sports Center from September 15th of the current year to April 15th of the following year, and which may disrupt the regularly scheduled ice time of the users.

Special Events will be further defined as any and all tournaments, ice shows, competitions and/or games that may impede on the regularly scheduled ice season.

All requests for hosting a Special Event must be made in writing to the Community Service Director, for the upcoming season, no later than May 31st of the current year.

All Special Event requests **MUST** include the following to be considered:

- DATES (days, month and year for the event); and
- TIMES (all times that are being requested);

The Community Service Director will then bring forward, at the June ice user's meeting, all Special Event requests for reviewing by the ice users.

If the users are in agreement then the Special Event may take place.

If the users are **NOT** in agreement with certain or all Special Event requests, then Management will retain the right as to whether or not these Special Events will transpire.

Any request to accommodate a Special Event after the May 31st deadline **MUST** be approved by the regularly scheduled user.

The Council reserves the right to cancel the ice user's time at the Sports Centre, at any time for a Special Event, without the consent of the user.