



WEST CENTRAL EVENTS CENTRE

EVENTS ICE REQUEST FORM

IMPORTANT: No request is approved until written approval has been issued by the Recreation Coordinator.

COMMUNITY GROUP INFORMATION

Please complete all fields.

Organization / Team Name: _____	
Billing Address: _____	City: _____
Province: _____ Postal Code: _____	Organization Telephone: _____
Main Contact: _____	Telephone: _____
Alternate Contact: _____	Telephone: _____
Email: _____	

EVENT INFORMATION

Type of Event: _____	Date(s) of Event: _____
Examples: Tournament, hockey/skating camp, figure skating competition, skills camp, etc.	

ICE REQUEST DETAILS

Day of Week	Number of Hours	Time of Day		Preferred Arena	
		1st Choice	2nd Choice	Co-op	Interpipeline
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Age Group: _____	Number of Teams: _____
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BOOKING & CANCELLATION POLICIES

BOOKING POLICIES

1. All ice and facility bookings must be made through the Recreation Office. No activity will be permitted within the WCEC without a confirmed booking.
2. Ice requests are considered requests only until written approval is issued by the Recreation Coordinator. Organizations should not make final scheduling commitments based solely on a submitted request.
3. All trades or changes to approved ice times must be reported to and confirmed by the Recreation Office.
4. The Recreation Office reserves the right to cancel, postpone, or adjust any portion of the schedule if deemed necessary due to facility operations, scheduling requirements, special events, or other circumstances.
5. All ice rentals will include an additional 15 minutes of flood time, which will be added to the final invoice.

TOURNAMENT RUN TIMES & HOST RESPONSIBILITIES

Standard tournament run times:

Day(s)	Interpipeline Arena	Co-op Arena
Friday & Saturday	8:00 a.m. - 6:00 p.m.	8:15 a.m. - 6:15 p.m.
Sunday	9:00 a.m. - 2:00 p.m.	8:15 a.m. - 2:15 p.m.

Ice Availability: All ice availability and approved tournament times are subject to change based on scheduling needs.

Schedule Gaps: The Tournament Host is responsible for payment of any gaps in the tournament schedule. The Recreation Office will make every reasonable effort to sell available ice; however, if a gap cannot be sold, the Tournament Host remains responsible for the associated rental costs.

Missing or Damaged Items: The Tournament Host is responsible for any missing or damaged items, including damage to dressing rooms, equipment, or other items or areas throughout the facility.

CANCELLATION POLICIES

1. All cancellations must be reported directly to the Recreation Office.
 - Cancellations made with less than 120 hours (five days) notice will be subject to a charge of 50% of the rental fee.
 - Cancellations made with less than 72 hours (three days) notice will be charged the full rental fee.
 - Cancellations resulting from inclement weather will not be charged, pending approval by the Recreation Office.

EVENT & FACILITY REMINDERS

Organizations are responsible for their participants, visiting teams, coaches, families, and spectators while using the WCEC. Please ensure all facility areas, including dressing rooms, are treated respectfully and left in appropriate condition. The WCEC is a multi-use facility. All users are expected to respect other groups using the building, and children must always be supervised.

For ice safety, skaters and coaching staff must remain on the players' bench or in the hallway until the Zamboni has completely exited the ice surface and the gates have been closed.

Requests submitted outside regular business hours may not be accommodated; however, every reasonable effort will be made to assist with weather-related or other emergency situations.

Thank you for helping us maintain a safe, respectful, and well-organized facility for all users.

Recreation Office

West Central Events Centre