



CORPORATE SUITE ALLOCATION GUIDELINES

K-ROCK CENTRE

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1.0 DEFINITIONS

- a) **“Applicant”** means group that has made application to use the Corporate Suite.
- b) **“City”** and **“Corporation”** means the Corporation of the City of Kingston.
- c) **“Corporate Suite”** means the City of Kingston Corporate 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 eligible not-for-profit volunteer, charitable and community organizations.
- 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 K-ROCK Centre 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 those events that the Operator has reasonably deemed that the suite is available for use under the terms of this policy.
- j) **“Ineligible Events”** or events that do not qualify as eligible under this policy are:
 - 1) Events where the suite level is deemed by the Operator as being closed (such as consumer/trade shows or private events).
 - 2) Concerts
 - 3) Special events for which the use of the suite by the event promoter is required as a condition of the contract to secure the event for the Centre. Typical examples of such events may be, but are not limited to, national or international sports competitions and Canadian Hockey League events.
- 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 period from September 1st through to August 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 Corporate Suite for Centre events. The Corporate Suite is to be available to charitable and volunteer groups and for private rentals and promotional purpose.

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

3.0 ELIGIBILITY CRITERIA

Geographic Criteria

Priority will be given to all groups based in the City of Kingston. Requests may be considered from organizations outside of Kingston however they may not be considered eligible until all similar requests from Kingston-based groups have been granted in any given operational year.

Determining Eligibility (must fall within at least one category)

Applications for eligible status will be received and reviewed by the City prior to each draw period. The City will then advise the Operator of the eligible groups and authorize the Operator to enter each group into the draw.

Eligible Organizations

3.1 Registered Charities, Incorporated Non-Profit

- Organizations providing a variety of social and recreational services. Must provide documentation to show they are registered and/or incorporated.

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 predominantly to registered charities, incorporated non-profit and minor sports associations.

A schedule of eligible events will be issued by the Operator to the City for allocation consideration. The Suite will be allocated for eligible events in the order of the following priority:

- 4.1 The Suite may be used by the Mayor and/or Council from time to time for specific community recognitions and/or achievements, up to a maximum of five (5) events per event season, which shall include a combination of hockey and non hockey events.

- 4.2 Community groups who demonstrate eligibility of the criteria contained herein. Community groups will have access to Frontenacs games and family events. There will be a maximum of thirty-four (34) Frontenacs games with complimentary tickets during an event season, 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 May 1st of each calendar year, the City will advertise the application period for the upcoming event 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 July 1st in each calendar year. Applications received after July 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 draw.

Announcement of Eligible Events

A schedule of eligible events for the upcoming event season will be posted on the "Corporate Suite" section of the Centre website and will be sent directly to all groups that have been included in the draw. Events with complimentary tickets will be noted on the eligible events list.

Selection Process

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

Step 1: The Mayor/Council will identify up to 5 events per event season. Because of timing of event booking, Council may be able to select events that are announced later in the event season.

Step 2: Eligible groups in the community will select up to 10 preferred events. It should be noted that complimentary tickets will only be provided for up to thirty-four (34) Frontenacs games per season. Eligible groups must purchase tickets for family shows.

Step 3: All remaining events not claimed by the allocation procedure will be turned to the Operator's Open Ticket Inventory. The Operator will have some flexibility to make additional events available to Council and community groups after the initial selection process.

Step 4: The draw will take place in mid-August of each year. By September 1st, the Operator will set a date where the groups selected will choose the event date they would like in the numeric sequence assigned via the draw. At this time, the group is required to provide a \$250 refundable cheque, made payable to the Operator, to be used as security/damage for the use of the Suite. Failure to provide the security deposit cheque will result in that group being declared ineligible for that particular draw.

The group will have 48 hours from the time they are notified to submit deposit in cash or certified cheque. An administration fee applies for all NSF cheques in accordance with current City of Kingston policy and with the policy of the Operator.

Any group refusing a date, once selected, will be eligible for future draws. Any groups not selected will be eligible for future draws and/or future events with complimentary tickets.

Should a community group select an event that does not have complimentary tickets, the group must purchase the tickets within at least 10 business days of the suite allocation draw date or the public ticket on-sale date whichever is the earliest. Typically, the minimum ticket purchase for the suite is eleven (11) tickets at prices and service fees as set by the event promoter. The Operator will indicate the minimum ticket purchase for each event. All tickets used for the Suite must be purchased from the Operator directly. Nominal processing fees may apply. Failure to make full payment by the deadline will result in the group forfeiting their claim to the specified event.

The selection process will renew annually, meaning that all applications will become stale and expire after one event year. All interested groups will be invited to reapply in the next year's draw order.

For events that are announced after the official draw date, the Operator will send out an e-mail to the eligible groups containing event and ticket price information, minimum ticket purchase requirement as well as a deadline for responses. Based upon the responses, the next eligible group will be selected.

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 Corporate Suite* form 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) details on the proposed use of the Suite (fundraising, reward program for volunteer, etc)
- e) provide an alternate contact for the purposes of the selection event.

A current budget and a charity number (if applicable) must be submitted with the form. All application forms have to be dropped off or sent directly to the City.

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

6.3 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.

6.4 Each group is responsible for all food and beverage costs, hosting/gratuity fees, ticket costs (if applicable), taxes and other fees of the selected event and any damages associated with the use of the Suite.

6.5 The applicant agrees to provide the City of Kingston with a certificate of insurance evidence at least \$2,000,000 third-party liability at least 10 days prior to the event date.

7.0 TERMS AND 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 Corporate Suite at the K-ROCK Centre.

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 shall be financially responsible to the Corporation of the City of Kingston and/or the Operator in respect of any or all property damage or vandalism arising out of the use of the Suite granted under this agreement. Minimum charge for damage is \$100.

7.5 The applicant agrees to provide the City of Kingston and the Operator with evidence of at least \$2,000,000 third-party liability insurance at least 10 days prior to the event. Note: Incorporated groups and individuals typically already have insurance that covers this type of event. If the limit of coverage on these policies is too low, it can be increased at a minor cost.

7.6 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/users 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.

7.7 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.

7.8 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 anytime 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.

- 7.9 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.
- 7.10 At all times, applicant and user shall restrict occupancy of the Suite to no more than the maximum capacity as specified by the Operator.
- 7.11 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 (Event Season - September 1 st through August 31 st)	Timelines
City advertises the application period for upcoming season	May 1 st
Community groups submit applications	July 1 st
City forwards list of eligible applicants to the Operator	3 rd week of July
Phase 2 – Announcement of Eligible Events	
List of eligible events is published by the operator –posted on Centre website and sent directly to all eligible groups. Events with complimentary tickets are identified.	On or about August 1 st
Phase 3 – The Selection Process	
Mayor and Council identify up to five (5) events per season. (Council may select events later in the season)	Mid-July, prior to the community groups making their selection.
Eligible groups select their preferred event(s) from the published list.	Groups to select up to 10 preferred events.
All remaining events not selected become part of the operator's open ticket inventory. Additional events may be made available after the initial selection process.	Return by August 15 th
Operator assigns numeric sequence to eligible groups through a draw process	By August 15 th
Operator invites eligible groups to select an event date in the numeric sequence assigned by the draw and requests refundable security deposit.	By September 1 st
Groups select their preferred event date(s) and provide refundable security deposit	Confirm within 48 hours of notification
Groups that select an event that does not have complimentary tickets must purchase tickets.	Within at least 10 business days of the Suite draw date, the event, or public ticket on-sale date whichever comes first.

Application to Use the Corporate Suite at the K-Rock Centre

Complete the following information and submit the form to the City of Kingston by fax at (613) 546-3004 or e-mail at corporatesuite@cityofkingston.ca or in person to City Hall reception.

Category		
<input type="checkbox"/> Incorporated Non-Profit <input type="checkbox"/> Minor Sport Association <input type="checkbox"/> Registered Charity <input type="checkbox"/> Service Club		
Charitable Registration Number and or Incorporation Number (If Applicable):		
Legal name of Organization (attach articles of Incorporation or similar documentation indicating the full legal name)		
Mailing Address	City	Postal Code
Name of Contact Person		Position
Address (if different than above)		Postal Code
Day Telephone Number	Evening Telephone Number	E-Mail Address

Organization/Group Description

Provide pertinent information about your group, such as purpose of group, membership composition, service area, etc.
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History and Overview of Organization/Group

Describe the history of your group and its activities, such as fundraising, community activities, etc.
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I, the undersigned, hereby make application for the use of the Corporate Suite at the K-ROCK Centre by my organization/group. I have thoroughly read and agree to all terms and conditions of this agreement.

Name (Print clearly)

Signature

Note: Please attach a copy of your current budget