



## Event Check List for Hockey Tournaments

TOURNAMENT DATE(S):		WHO IS TO BE INVOICED?	
CONTACT NAME:		CONTACT PHONE:	

GAME START TIME:			
GAME FINISH TIME:			
FLOODS REQUESTED:	MID GAME FLOOD: YES / NO	BETWEEN GAME FLOOD: YES / NO	
NUMBER OF DRESSING ROOMS NEEDED?:			
TIME OF REQUESTED ACCESS TO DRESSING ROOMS?			
IS A GIRLS' DRESSING ROOM REQUIRED?	YES / NO		

## Tournament Day 1

<u>Game Time</u>	<u>Team One</u>		<u>Team Two</u>	<u>Floods</u>
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO

## Tournament Day 2

<u>Game Time</u>	<u>Team One</u>		<u>Team Two</u>	<u>Floods</u>
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO

## Tournament Day 3

<u>Game Time</u>	<u>Team One</u>		<u>Team Two</u>	<u>Floods</u>
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO
BETWEEN GAME FLOOD: YES / NO				
		Vs.		MID GAME FLOOD: YES / NO

Will you be using the concession stand?	Yes / No
Items requested:	Hot Dog Roller / Popcorn Machine / Coffee Urns
Who will be the contact person for	
Do you have the required food permit?	Yes / No

### Cancellation/Changes by Renter & Cancellation Fees

- ◆ Cancellations with less than one month's notice will be charged the full damage/security deposit. If no damage deposit was required, the renter will be charged the full rental cost(s) associated with their booking.
- ◆ Cancellations that have given a month's notice or more will be charged an administration fee of 15% of the total rental cost, including the damage deposit.
- ◆ Changes, cancellations, additions, etc. must be in writing and will only be accepted between 8:00 AM—4:00 PM, Monday to Friday.
- ◆ Persistent cancellation by a renter who does not use the facilities in a responsible manner may result in cancellation of privileges.

**SIGNATURE REQUIRED:** Have you read the cancellation policy? **YES/NO**

Please sign here that the information you provided is correct. If any changes are necessary, please contact us as soon as possible.

### Notes: