

File No. R-9

February 8, 2023

TO: 2023/2024 ARENA USER ORGANIZATIONS

FROM: MOOSE JAW PARKS AND RECREATION DEPARTMENT

SUBJECT: INDOOR ICE ARENA REQUESTS

Dear User Group:

Please find enclosed information on the following items:

- Updated Arena Usage Policy
- 2023/2024 Season and Special Event Ice Requests
- Your previous 2022/2023 ice allotment for use in requesting ice for 2023/2024
- Rental Rates for the upcoming 2023/2024 Season

Please return all requests to:

Kinsmen Sportsplex
ATTN: Nicole Walchuk
855 MacDonald St.
Moose Jaw, SK S6H 2W3
NWalchuk@moosejaw.ca

If you have any questions, please contact the undersigned at 306-690-9060 or NWalchuk@moosejaw.ca

Yours truly,



Nicole Walchuk
Recreation Program Supervisor

/nw

Encl

2023/2024 SPECIAL EVENT REQUEST(S)

Date Received: _____

Kinsmen Arena and Pla-Mor Palace (Bert Hunt & Wally Boshuck Arenas)

Please list below the arena, dates and times that your organization requires for your Special Event(s). Once your Special Event(s) have been confirmed, revisions may not be possible due to the number of event requests and the scheduling process completed.

ARENA

DATE

TIME

I, _____ DO HEREBY MAKE FORMAL APPLICATION FOR
ICE TIME ON BEHALF OF _____.

(President or Ice Co-ordinator)

(Treasurer or Ice Co-ordinator)

2023 SEPTEMBER ICE REQUEST

Date Received: _____

Kinsmen Arena

Please list below the arena, dates and times that your organization requires for September ice. Please note that every effort will be made to accommodate all users who request September ice, and that the Adult rental rate will be the rate charged for all organizations.

DATE

TIME

I, _____ DO HEREBY MAKE FORMAL APPLICATION FOR
ICE TIME ON BEHALF OF _____.

(President or Ice Co-ordinator)

(Treasurer or Ice Co-ordinator)

File No. R-9

February 8, 2023

TO: ALL INDOOR ARENA ICE USERS

FROM: MOOSE JAW PARKS AND RECREATION DEPARTMENT

SUBJECT: 2023/2024 REGULAR AND SPECIAL EVENT REQUESTS

Dear User Group:

Enclosed, please find your organization's 2023/2024 ice request form for the Kinsmen Arena and Pla-Mor Palace. **Deadline for applications is April 15, 2023.**

Please pay special attention to your Regular Schedule and Special Event requests. It is to your organization's advantage to list several schedule choices and your precise details of Special Events. **After confirmation, changes may not be possible.**

Please note these changes for next season; Early Morning Ice Price is \$136/hr plus tax. Afternoon Ice is available at the Pla-Mor starting at 1pm on weekdays. Ice Season dates for each Arena are listed on the following page.

If your organization would like our assistance in completing your ice application or have any questions, please contact the undersigned at 306-690-9060, or NWalchuk@moosejaw.ca

Yours truly,



Nicole Walchuk
Recreation Program Supervisor

/nw

Encl.

2023/2024 ICE SEASON

Date Received: _____

Name of Organization _____

Ice Co-ordinator _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (bus) _____ (home) _____ (cell) _____

President _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (bus) _____ (home) _____ (cell) _____

Treasurer _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (bus) _____ (home) _____ (cell) _____

****Please e-mail invoices to:** _____

ICE SEASON: Kinsmen Arena September 11 – 30, 2023 (September ice)
October 1, 2023 – March 17, 2024

Bert Hunt Arena October 2, 2023 – April 7, 2024

Wally Boshuck Arena October 16, 2023 – April 7, 2024

All arenas are closed December 24, 25, 26, 31, and January 1.

ARENA HOURS:

Kinsmen Arena Mon-Fri: 7:00am – 10:00pm Weekends: 8:00am – 10:00pm

Pla-Mor Arenas Mon-Fri: 1:00pm – 11:00pm Weekends: 8:00am – 11:00pm

Please factor in 15mins for floods in your organizations blocks of ice.

2023/2024 REGULAR SEASON REQUEST

Date Received: _____

Please note every effort will be made to grant the number of hours per week that your organization requests. To assist this process, please list the minimum and maximum hours that your organization requires, excluding maintenance time:

Kinsmen Arena - Min _____ Bert Hunt - Min _____ Wally Boshuck - Min _____
- Max _____ - Max _____ - Max _____

It is your organization's advantage to list as many choices as possible when making your request. This increases our flexibility in allocating time and meeting your ice requirements. Every attempt will be made to accommodate your needs; however, this may not be possible in all cases.

Please be reminded that each group is allotted half an hour to use the dressing room after ice time.

What is the smallest ice block that your organization can utilize? _____ mins

What is the largest ice block your organization can utilize in one day? _____ hrs

Please list requested arena, days and times below.

ARENA

DAY

TIME

I, _____ DO HEREBY MAKE FORMAL APPLICATION FOR ICE
TIME ON BEHALF OF _____.

(President or Ice Co-ordinator)

(Treasurer or Ice Co-ordinator)

KINSMEN & PLA-MOR ARENA RENTAL RATES

(GST not included)

Rates effective April 1, 2023

INDOOR ICE ARENAS (winter)

Minor Organizations	\$136/hr
Individual Minor Teams	\$146/hr
Adult: (this rate for ALL September ice)	\$209/hr

Early Morning:

6:00 am - 9:00 am (weekdays, all organizations) \$136/hr

Minor Rates, Early Morning and Rush Ice are not available for September ice.

Meeting Rooms: (Kinsmen & Pla-Mor)	\$ 21.50/hr
	\$ 107.50/day

Meeting room rentals to be invoiced must be booked with the Recreation Program Supervisor or payment will be required at time of booking with Front Desk Staff.

Please note that a rate increase is anticipated for April 1, 2024

Organizations wishing to continue invoicing privileges will be required to apply for credit with the City of Moose Jaw Finance Department prior to the beginning of each ice season. Credit Applications will be made available in August.

Organizations that have outstanding balances will not be granted credit and will be required to pay for bookings ahead of time prior to the beginning of each month.