



# Summer Ice Time Request Form - end of July - September 7, 2026

Please complete this form and indicate the dates and times that you are requesting for the 2026 upcoming Summer Ice season. Also indicate new or different hours for special events/tournaments. All requests for Summer Ice time are due by March 31, 2026.

### Contact Information - please fill in all areas.

**Name of Organization:** \_\_\_\_\_

**Main Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Ice Time Requested

Please fill out one form per request (ex. Summer season; tournament; special event; etc.)

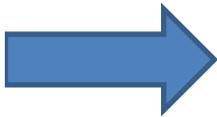
**Note:** We are unable to book ice time for any organization/person who has outstanding invoices.

### Preferred Day/Times

| Day of Week | Start Date | Start Time | Finish Date | Finish Time |
|-------------|------------|------------|-------------|-------------|
| Sunday      |            |            |             |             |
| Monday      |            |            |             |             |
| Tuesday     |            |            |             |             |
| Wednesday   |            |            |             |             |
| Thursday    |            |            |             |             |
| Friday      |            |            |             |             |
| Saturday    |            |            |             |             |

### Rates: All Summer Ice is to be invoiced at the Prime Time Ice Rate

As of July 1/26 the Prime Time ice rate is \$187.00 + HST (\$211.31 per hour)



Please return Summer Ice Time Request Form to: [acarroll@norwich.ca](mailto:acarroll@norwich.ca)

**All requests for Summer Ice time are due by March 31, 2026.**

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information will be used by the Township of Norwich Community Services Department to process the request for ice-time usage.

## **Ice Time Policies and Conditions of Rental**

### **General**

1. Rental of ice time is based on the times and dates stipulated in the Ice Rental Agreement
2. Rental of ice time is based on a 50 minute hour, and no one is allowed on the ice during resurfacing or the ice will not be flooded for that period.
3. Teams must leave the ice surface promptly to maintain our schedule.
4. The Township of Norwich will not be responsible for any lost or stolen goods or money, whether from a dressing room or elsewhere.
5. The Organization renting the ice shall be responsible for all damages caused to the building, grounds, chattels and equipment belonging to the Township of Norwich, reasonable wear and tear is considered. The said damages are to be repaired or paid to the full satisfaction of the Property and Facilities Manager. The organization is responsible for the conduct and supervision of its' invitees.
6. The Township of Norwich carries public liability and accident insurance for the protection of spectators and employees. The Organization renting the ice shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of ice.
7. Food and beverage concessions must be approved by the Community Services department in writing and follow all guidelines in place by Southwestern Public Health
8. Absolutely NO smoking/vaping/chewing on or in the Norwich Community Centre facility or grounds.
9. The Organization, as Lessee, agrees that the provision of the Liquor Licence Act of the Province of Ontario, or any regulation made thereunder, will not be contravened. (i.e. no drinking anywhere in the facility including dressing rooms or parking lot).
10. The Organization agrees not to transfer or assign this contract.

### **Fee**

1. Ice time rates and fees will be assessed at the current rates as established by the Township of Norwich.
2. All ice time accounts are due when rendered. A penalty of 1 1/4% per month will be charged on all accounts outstanding as of the 20<sup>th</sup> day of the following month.
3. All accounts are payable to the "Township of Norwich".

### **Cancellations**

1. Notice of cancellation must be given by the Organization's Representative **10 days** prior to the date of rental. ***NOTICE IS TO BE IN WRITING.*** If the required notice is not given, the Organization shall be responsible for payment of said ice time. The ONLY exception to this rule will be playoff ice when the possibility of requiring an extra game depends on if a team wins or loses
2. Any cancellations caused by storms/flooding/power failure/Act of God or business interruption caused by mechanical failure of the Arena facilities, will be considered unavoidable and the Organization will not be charged for cancellations of that nature.
3. The ice allocated and agreed upon as a result of the 'Township of Norwich Ice Request Form' will be considered final. A 10% reduction in ice time will be permitted; any ice time cancelled above the 10% will be the responsibility of the Lessee.
4. The Operations Department may cancel ice time at any time in the event of Tournaments/Special Events. For other cancellation situations, the Operations Department staff, whenever possible, will notify the Organization's Representative 48 hours prior to the said canceled ice time.

### **Dressing Rooms**

1. The Organization shall ensure that the Dressing Rooms are vacated within 30 minutes of leaving the ice. The Organization's Representative further ensures that the dressing rooms shall be left in a reasonably tidy condition.

### ***FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN CANCELLATION OF ICE RENTAL AGREEMENT***

**Special conditions may be attached to this agreement and attested thereto.**

### **NOTE:**

Keys to our facilities are not given out in any event/rental. There will be Operations Department staff on site to open doors and lock doors at the end of each event/rental.