

APPLICATION FOR HOSTING - WWCC 2020

EVENT

Event Application pertains to: **2020 World Women's Curling Championship**

Dates of proposed event: **March 14 - 22, 2020**

Is the bid flexible with the year? (ie. Would you be interested in following year if unsuccessful for this bid?)

Yes No

Have you notified your Curling Member Association of bid?

Yes No

Minimum Hosting Fee - \$250,000 (Cash and/or VIK)

ORGANIZATION SUBMITTING BID

Name of Applicant

Contact person

Contact phone

Contact email

Signature

MAJOR COMPETITIONS

List any major competitions hosted in the past 10 years (no prior hosting does not preclude awarding of event)

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HOST CITY INFORMATION

Name of Host City

List any major activities or events scheduled to take place in the host city within a one year period **before or after** the proposed dates of the Curling Canada competition (not exclusive to Curling events).

Please include any events that have submitted a bid on or are planning on submitting a bid including those which success is not currently known:

EVENT

DATES

In preparing their proposals, applicants should consider how best to meet Curling Canada's objectives for this event:

- Ensure the ongoing sustainability of the event by operating a financially viable event
- A “Best in Class” event execution that supports athlete success
- Present a world-class event that showcases our athletes and presents Canada as a global leader in the sport
- Provide a superior entertainment experience for all spectators & viewers
- Maximize exposure of the event through the media, television, participants and spectators at the event
- Prominent promotion and exposure in local and national media
- Leave a legacy for the Host Community

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REVENUE GENERATION

Bid analysis by Curling Canada weights revenue generation as **50% of the strength of any bid.**

BID FEE

\$

(Minimum bid requirement towards Curling Canada's event budget \$250,000)

Bid fee is made up of the following:

Cash considerations

\$

Gifts in kind - budget relief items:

Type

Value

\$

\$

TOTAL BID FEE

\$

TICKET SALE POTENTIAL

Number of people residing within 200km of venue

Number of registered curlers within 200km of venue

Outline any pre-sale ticket drive completed as part of bid

Total tickets sold

As % of building

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COST CONTROL AND ATHLETE SERVICES

Bid analysis by Curling Canada weights Cost Controls and Athlete Services as 40% of the strength of any bid.

VENUE INFORMATION

1. Name of venue
2. Daily rental fee for competition venue
3. Address
4. Contact of facility rep
5. Telephone of facility rep
6. Email of facility rep
7. Owner / mgmt company (if any)
8. Size of main competition surface
9. Seating capacity of competition arena
10. Number of suites available for sale
11. Number of suites available for Curling Canada and World Curling Federation
12. Is the building equipped with dehumidifying system? Yes No
13. What is the strength of dehumidifying system?
14. Is there an air exchange system? Yes No
15. What is the strength of the refrigeration system?
16. Provide estimate of number of hours required to remove netting, glass and support posts
17. Provide a lighting level within the arena
18. Is there room for mobile broadcast truck within building or outside?
19. Number of dressing rooms in the rink
20. Number of function rooms available in facility
(Minimum 10 rooms needed for questions 19/20)
21. Is there a functional room (separate of questions 19/20)
with toilet access available to be used for Doping Control purposes?

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22. Is there an existing medical / training room available?
23. What medical service provider does the venue currently use
24. Distance to closest hospital
25. Can sponsored food / beverage be brought into the arena?
26. Is there free or paid parking? If no free parking lots available, what is the cost?
27. How many complimentary spaces can be provided for use by the event?
28. Is there a jumbotron? Please attach technical specifications
29. Does the jumbotron have an assigned operator available for the competition days?
30. Approximate size of the concourse? Is it available to setup sponsor booths and kiosks for Curling Canada's corporate partners?
31. Does the arena have free public WiFi available? Yes No
32. What is the approx. strength and max upload and download speeds for WiFi?
33. Does the venue currently have an exclusive ticket service provider? Yes No
34. If so, what are the associated service fees attached to each ticket sold?

TICKETING, SERVICE FEES & ADVANCE PAYMENT TERMS

Does the venue require dealing with an exclusive ticketing provider agreement? If so, please provide details regarding anticipated fees or fee ranges. Curling Canada may consider sourcing our own supplier and agreements if not required by the venue.

All fees related to ticketing including credit card charges will be considered payable by the customer over and above the advertised price and must be displayed to the customer at the time of purchase. Curling Canada acknowledges ticket related fees vary by venue and ticket service provider. As a condition of any bid being accepted, any and all fees must be agreed to before any announcement being made. Please list applicable ticket related fee categories and identify what it includes as applicable.

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Where possible, provide estimated ticket fees for the following categories:

14 - 25 Draw Packages (where applicable)

4 - 13 Draw Packages

2 - 3 Draw Packages

Single Tickets

In the event that your existing ticketing provider, if applicable, is unable to provide the necessary level of technology to meet Curling Canada's package and reserved seating needs, or if your ticketing provider agreement is not exclusive or not applicable to our event, please advise what venue fees that would have to be applied in a situation that Curling Canada sources its own supplier.

Curling Canada will require advanced funds on ticket sales at minimum rate of 75% of face value. The understanding is retained funds will go towards paying rent and expenses. Venues must agree to advance funds on a mutually agreed to schedule as part of a venue agreement. That schedule will be no less than quarterly payments starting no more than 3 months after the initial on sale.

All ticket sales proceeds will be held in a trust account in the name of Curling Canada

VENUE MAP

PLEASE ALSO PROVIDE A VENUE MAP OUTLINING ALL ROOMS AVAILABLE FOR USE DURING THE EVENT

CONVENTION CENTRE

1 Name of convention centre available for Patch

2 What is the size of the available room?

3 What is the daily rental fee for the room?

4 Distance from main competition venue

5 Number of tables available for use?

6 Number of chairs available for use?

7 Number of coolers available for use?

8 Is the room equipped with a music and entertainment system?

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9 Does the centre have an assigned emergency medical services provider? If so outline?

10 Does the centre have assigned janitorial services provider? If so outline?

11 Does the centre have in-house catering services? If so outline?

12 Can outside suppliers be brought in for any of the above services?

CONVENTION CENTRE MAP

PLEASE PROVIDE A CONVENTION CENTRE MAP OUTLINING ALL SPACE, RESTROOMS AND OTHER AREAS AVAILABLE FOR USE

HOTEL INFORMATION

Curling Canada reserves the right to further negotiate all or parts of the following hotel offers as it sees fit.

	HOTEL 1	HOTEL 2	HOTEL 3
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel website	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number and style of rooms avail	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of single rooms / rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of double rooms / rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rates Guaranteed	<input type="text"/>	<input type="text"/>	<input type="text"/>



	HOTEL 1	HOTEL 2	HOTEL 3
Number of suites			
Number of complimentary suites			
List of available meeting rooms			
Will the hotel provide and meeting spaces on a complimentary basis?			
Fitness centre / pool available?			
Does the hotel have free WiFi? If WiFi is paid, what is the daily cost?			
Guest parking available?			
Cost of parking?			
Space for VIP car lineup (minimum 10 vehicles)			
Number of complimentary parking spots?			
Does the hotel have restaurants?			
Restaurants hours of operation			
Type of menu / price range			
Is there room service			
Room service times			
Number of restaurants within 2km of hotel			

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EVENT DATES (Curling Canada to fill in for Applications to be sent)

Access to ice surface: 1:00AM, Sunday, March 8, 2020

Setup days: March 8-12, 2020

Practice days: March 13, 2020

Event days: March 14-22, 2020

Tear down and move out: March 22, 12:00PM- March 23, 2020

BASE RENTAL FEE

Base rental fee for setup, official practice days, event days and tear down is the following:

\$

COSTS TO BE INCLUDED IN BASE RENTAL FEE (unless negotiated separately)

- Ushers
- Box office staff
- On-site manager for all days outlined
- IT support manager for all days outlined
- Spectator medical services
- Security
- Use of any building owned equipment (staging, tables, forklift, stanchions, fridges etc)
- Existing telephone and fax lines (long distance included)
- Cleaning and custodial services
- Use of ice resurfacing machines
- Arena PA system
- In-house video system / jumbotron
- Access to edit suite
- In house AV supervisor
- All dressing rooms (except major tenants)
- Utilities (including electricity, electrician, gas, lighting, water, heating, ventilation, air conditioning, hot / cold water facilities, waste removal, interior and shore power for event broadcaster)
- Costs associated with take down of any stanchions, posts, glass and removal of netting
- Use of suites and boxes as outlined in Application to Host

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ADDITIONAL COSTS

Costs to be paid by Curling Canada include:

- Adding in-ice sponsor logos and curling rings
- Carpeting, pipe and drape
- Setup and teardown of media bench

MERCHANDISE AND CONCESSIONS

The venue will allow the licensee to setup kiosks for the sale of event related merchandise.

All revenue generated from sale of event related merchandise will belong solely to the licensee.

All concourse food and beverage concession sales revenue on official practice days as well as event days will be split 75 licensor / 25 licensee unless otherwise negotiated.

SPONSORSHIP AND SIGNAGE

Licensee retains all rights, revenues and responsibility for the cost of covering the existing rink board signage and will arrange for rink board covering to be installed featuring only the event sponsors.

Licensor will allow, with no additional charge, sponsors to donate food and beverage for distribution to volunteers, sponsors, media, athletes and officials for use throughout the venue including on the field of play.

CURLING CANADA SPONSOR DELIVERABLES

Licensor will allow sponsors of the licensee to setup kiosks which may include serving and brewing food or beverage products for sale.

INTERNET ACCESS

Curling Canada requires that Internet connectivity be made available in all assigned areas of the venue (e.g. offices, broadcast areas, consumer areas, logistics). Please indicate whether you can provide secured private wifi and wired connectivity (speeds similar to high speed internet available from national carriers). Please indicate whether this is included in the price of venue rental.

INSURANCE LANGUAGE TO BE INSERTED

LICENSOR

Corporation

Name

Have the authority to bind the Corporation

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ARENA MANAGEMENT ADVERTISING AGREEMENT

We hereby confirm that except for advertising allowed by Curling Canada the arena will be free from all advertising during the **2020 World Women's Curling Championship**.

The arena means the whole of the inside of the rink that can be viewed within TV sightlines (ten rows of seats). Curling Canada withholds the rights, at their cost, to drape any signage outside of TV sightlines that they deem necessary

Licensors will provide a list of all current sponsor signage and placement in the venue

ARENA MANAGEMENT REPRESENTATIVE:

Name

Date

Signature

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, the applicant organization, acknowledges that the sponsors listed below are current national sponsors of Curling Canada and as such hold contractual rights as outlined in agreements between each sponsor and Curling Canada. The applicant organization will honour the contractual agreements and will not solicit or enter into agreements with companies within the protected categories. All local sponsorships require Curling Canada approval and protected categories are subject to change.

Name

Date

Signature

I have the authority to bind the applicant organization

Current Curling Canada National Partnerships Lists and Protected Categories

Tim Hortons	Quick service restaurant
Ford of Canada	Automotive new and used vehicle sales Parts and service provider
Kruger Products	Industrial paper and packaging products Consumer paper products
New Holland	Agriculture and farm machinery Farm machinery parts and service New construction equipment sales Construction parts and service
Travelers	Insurance
Home Hardware	Hardware, home improvement, house services and seasonal product
DuPont Pioneer	Agricultural seed and chemical products
World Financial Group	Financial products and services
AMJ Campbell	Home and business moving and storage services

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AREA MAP

Please provide an area map showing the airport, venue, convention centre, proposed hotels and nearby restaurants.

COMMUNITY INVOLVEMENT

Bid analysis by Curling Canada weights Community Involvement and desire as **10% of the strength of any bid.**

Please attach to the application package **in two pages or less** answers to the following questions.

- 1 Why does your city want to host this championship?
- 2 If your bid is successful, what is the committee's plan to market the championship to local residents?
- 3 If your bid is successful, what is the committee's plan to engage local sponsorship in support of this event?
- 4 Most events of this magnitude require a minimum number of volunteers, if your bid is successful, what is the committee's plan to engage local citizens to volunteer for this event?

PLEASE SUBMIT ELECTRONICALLY TO:

Danny Lamoureux
Director, Championship Services
danny@curling.ca
613-878-3682

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TIMELINES FOR EACH SEASON'S BIDDING PROCESS FOR ALL OF OUR EVENTS

DEADLINE	DELIVERABLE	NECESSARY DOCUMENTS	WHO TO PREPARE
JANUARY 1	Curling Canada provide all MA's with proposed dates (including setup and teardown if necessary) for all events to that can be bid on for 2019-2020 Season	Summary of Events to be bid upon	Curling Canada
APRIL 30	Potential host cities deadline to provide an expression of interest in particular events	Letter of Interest (including letter of support from Venue)	Local Committee
APRIL 30	Curling Canada will provide Application to Host for each expression of interest within one week of obtaining an EOI from a committee	Application to Host	Curling Canada
MAY 15	Questions to be provided to Curling Canada to potential host cities		
JUNE 15	Answers to be provided by Curling Canada to potential host cities		
JUNE 30	All application packages due to Curling Canada	Complete Application Package Including: <ul style="list-style-type: none"> • Application to Host with attachments • Venue Terms and Agreement • Arena Advertising Waiver • Protected Sponsors Agreement • Hotel Proposal Confirmation 	Local Committee
JULY 1 to AUGUST 30	Site visits scheduled (if necessary)		Curling Canada
SEPTEMBER 30	Decisions and notifications		Curling Canada
OCTOBER 15	Press release announcing all Curling Canada events for 2019-2020 Season		Curling Canada