



2021 Curling Pre-Trials, October 26-31, 2021

1. Objective

Curling Canada is requesting expressions of interest for the hosting of the 2021 Curling Pre-Trials. This event will decide Canada's four teams for the 2021 Tim Hortons Canadian Curling Trials.

2. Background

Curling Canada is the national sport governing body responsible for the development, promotion and organization of curling in Canada. In cooperation with its Provincial and Territorial Member Associations across Canada, Curling Canada provides programs and services to curlers of all ages. The primary area of administration and the most financially consuming of Curling Canada's responsibilities are championships. On an annual basis, Curling Canada sanctions and conducts 17 national curling championship events. Approximately 10,000 competitive curlers from all provinces and territories enter play at the curling club level with the hopes of becoming one of the Canadian Champions crowned annually. The Canadian Curling Championships are:

- Brier - Canadian Men's Championship**
- Tournament of Hearts - Canadian Women's Championship**
- 4-person Mixed Championship**
- Senior Men's and Women's Championships**
- Junior Men's and Women's Championships**
- Wheelchair Championship**
- USPORTS University Championships**
- CCAA College Championships**
- Mixed Doubles Championship**
- Under-18 Boy's & Girl's Championships**
- Club Championships for Men & Women**

In addition to these Championships, Curling Canada is also responsible for the following events:

- Canada Cup**
- Continental Cup**
- World Championships (when held in Canada)**
- Curling Pre-Trials**
- Curling Trials**
- Doubles Trials**

3. Timelines

Please see **Appendix 7** for timelines for the bid process



4. Bid process

Bid packages will be treated with confidentiality and as a 'closed' process, given the multitude of stake-holders and diverse interests which may be represented.

Curling Canada reserves the right not to accept any of and/or all of the bids at its sole and unfettered discretion.

While Curling Canada is seeking the best possible bid for this prestigious event, it is not obligated to accept the highest bid.

As above, bids must be in the form of written presentation only. In the unlikely event that a site visit is required, Curling Canada will be responsible for all related expenses. Curling Canada reserves the right to disseminate further information to all candidates throughout the bid process.

5. Hosting Fee

Curling Canada will require a minimum, one-time hosting fee for the specific right to host this event of \$50,000

Some specific information about the hosting fee for the 2021 Canadian Curling Pre-Trials:

- For consideration of a fixed fee, Curling Canada will grant the winning bidder the exclusive right to host the event.
- This hosting fee will not be part of the event budget but, rather, will be treated as hosting fee revenue to Curling Canada and, therefore is clear and distinct from the event and will not be part of any profits thereof.
- Please note that the outlined hosting fee is the minimum amount required to be eligible for the right to host the 2021 Canadian Curling Pre-Trials. As part of the formal bid process, each venue is eligible to increase their hosting fee allocation as part of their bid package.
- Special circumstances will be considered should a candidate city have an alternate proposal.

APPLICATION FOR HOSTING



EVENT

Event Application pertains to: **2021 Curling Pre-Trials**

Dates of proposed event: **October 26-31, 2021**

Have you notified your Curling Member Association of bid? Yes No

ORGANIZATION SUBMITTING BID

Name of Applicant

Contact person

Contact phone

Contact email

Signature

MAJOR COMPETITIONS

List any major competitions hosted in the past 5 years (no prior hosting does not preclude awarding of event)



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 and/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:

- Operating a financially viable event
- 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 curling legacy for the Host Community



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 - \$50,000)

Bid fee is made up of the following:

Cash considerations \$

Value in kind - budget relief items:

Type	Value
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\$

\$

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



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
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. Number of dressing rooms in the rink
18. Number of function rooms available in facility
19. Is there an existing medical / training room available?
20. What medical service provider does the venue currently use



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

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?
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.

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



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



ISSUE DATE:

LICENSED AREA:

The licensed area is for the following areas of the facility (listed):

MAIN ARENA

Dressing rooms outlined in arena map

Meeting rooms (specify)

Medical room

Press box

Suites and boxes (specify)

Ice making room

Other areas available for use

(Please outline area/rooms that cannot be accessed)

CONVENTION CENTRE

Rooms available for festival (specify)

Meeting rooms

Audio / Visual

Other areas available for use

EVENT DATES

Access to ice surface: **Friday, October 22, 2021 @ 1:00AM**

Setup days: **October 22-25, 2021**

Practice days: **October 26, 2021**

Event days: **October 26-31, 2021**

Tear down and move out: **Complete from Arena 11:59PM on October 31, 2021**
Complete from Building 12:00 PM on November 1, 2021



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

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 - to be negotiated

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

All revenue generated from sale of event related merchandise will belong solely to the Venue / Host.

All concourse food and beverage concession sales revenue on official practice days as well as event days will belong to the Venue / Host.

SPONSORSHIP AND SIGNAGE - may be negotiated

Curling Canada 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.

Venue / Host 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

Venue / Host will allow sponsors of Curling Canada 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.



We hereby confirm that except for advertising allowed by Curling Canada the arena will be free from all advertising during the **2021 Curling Pre-Trials**.

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.

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

ARENA MANAGEMENT REPRESENTATIVE:

Name

Date

Signature

PROTECTED PARTNERSHIPS AGREEMENT



, 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

HOTEL CONFIRMATION



The accommodation rate(s), room availability, food & beverage estimates, meeting room availability & rates and all the information included in the proposal to host "the championship" is valid for the duration of the event.

Hotel Name:

Hotel Address:

Date:

Name:

Title:

Signature:

I have authority to bind the Corporation.



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?

Submitted by:

Organization:

E-mail:

Phone:

SUBMIT ONE (1) ELECTRONIC COPY TO:

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



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) for all events to that can be bid on for 2021-2022 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 2021-2022 Season		Curling Canada