

REQUEST FOR APPLICATION- Operation of a skate sharpening/tuck shop

The Frontenac Community Arena (FCA) is seeking applications for the operation of a skate sharpening/tuck shop at the Arena located at 4299 Arena Boundary Rd, Godfrey ON.

Individuals, businesses or organizations interested in the operation of the 165 sq ft skate sharpening/tuck shop at the FCA for the 2021/22 season are encouraged to submit an application by **June 11, 2021, 4:00 p.m.**

The successful applicant would be required to provide proof of contents insurance, sufficient staffing with WSIB coverage (if applicable) and ensure all operations are in accordance with the [Occupational Health and Safety Act](#).

A review of proposals will be completed by the Arena Manager and Board of Directors and the successful candidate will be notified by June 25, 2021

Interested applicants are invited to submit the application form by June 11, 2021, 4:00 p.m. via email frontenac.arena@bellnet.ca to the attention of Tim Laprade.

The Operations Proposal

- The term of operating the skate sharpening/tuck shop shall be for one season beginning on September 1, 2021 and shall be revisited annually at the end of the ice rental season (April 2022).
- The operator shall maintain regular minimum hours in order to better serve our patrons:
 - Monday to Friday 4:00 pm – 8:00 pm.
 - Saturday and Sunday 10:00 am – 6:00 pm.
 - The facility will be closed on Statutory Holidays with the exception of Family Day.
 - The Pro Shop should be open for special scheduled Tournaments.
 - The Arena Manager or designate will provide the operator with a schedule of activities/bookings for the season in order to amend operating hours as necessary.
 - The confirmed hours of operation may be subject to change where mutually agreed upon by both parties.
 - Hours may be adjusted to reflect any COVID-19 Provincial restrictions.

Financial Implications

The Operator agrees to pay the Landlord rent in the amount of:

- The seasonal monthly rent will include utilities and will be fixed for the duration of the agreement in the amount of \$150.00+H.S.T. for the months of September until end of March.
- If the operator intends to keep equipment and supplies in the skate sharpening/tuck shop during the off-season, the monthly amount will be \$75.00+H.S.T. for the months of April until end of August.

Communication Consideration

The operator shall communicate and post Hours of operation:

- In the vicinity of the skate sharpening/tuck shop.
- On the Frontenac Arena Website.
- Any other local Community communication mediums or Social Media platforms.

Maintenance and Cleaning

The skate sharpening/tuck shop operator shall be responsible for:

- Removal of all garbage and recycling materials from the building and stored in appropriate garbage and recycling receptacles located at the exterior of the arena building.
- Any operational maintenance items, such as, sweeping/mopping floors, changing of light bulbs etc.

Operator's Equipment and Supplies

- The operator agrees to install and maintain their own equipment, including but not limited to, skate sharpener and shelving units.
 - a. The operator agrees that installation, maintenance and servicing of said equipment shall be the financial responsibility of the Operator.

APPLICATION- Operation of a skate sharpening/tuck shop

Name of Individual(s):

Business Name (if applicable):

Contact information:

Phone #

Email:

Address:

Explain any experience you have in operating a skate sharpening/tuck shop:

What is your connection to or history with the Frontenac Community Arena?

Why do you want to operate the skate sharpening/tuck shop at the FCA?

Anything else you think we should know?

List of References that can speak to your quality of work and customer service:

NAME	CONTACT INFORMATION

Name

Signature

Date