

SUDBURY COMMUNITY ARENA

INFORMATION PACKAGE

Revised June 2017

ARENA INFORMATION

ADDRESS:

240 Elgin Street
Sudbury, Ontario
P3E 3N6

PHONE/FAX:

Tickets 705-671-3000
Administration 705-674-4455
Fax 705-670-0601

ADMINISTRATIVE OFFICE STAFF:

Jody Cameron, Manager of Arenas
Phone 705-674-4455, ext 3434
E-mail jody.cameron@greatersudbury.ca

Dawn Roussel, Assistant Manager, Sudbury Arena
Phone 705-674-4455, ext 3400
E-mail dawn.roussel@greatersudbury.ca

Fran Cottam, Coordinator of Events and Administration
Phone 705-674-4455, ext 3438
E-mail fran.cottam@greatersudbury.ca

REQUIREMENTS FROM THE PROMOTER TO THE SUDBURY ARENA

- A signed contract and a non-refundable deposit of \$3,000.00 are required to confirm a date.
- Provide proof of (minimum) \$3,000,000.00 liability insurance with the City of Greater Sudbury named as an insured party.

RENTAL FEE

The rental fee includes access to the Sudbury Arena for one (1) day beginning at 8:00AM.

BUILDING RENTAL \$18,000.00

DEPOSIT (non-refundable) \$3,000.00

The rental fee is based on a single performance and will include the services listed below. Fees for additional performances shall be negotiated. All other services that are not included in the rental fee can be provided on a cost recovery basis.

SERVICES INCLUDED IN THE RENTAL FEE

CONVERSION

- Cover and uncover ice surface
- Provide, set up and remove a stage (60' wide x 40' deep x 4' high)
- Remove and replace glass
- Provide and remove barricades
- Provide, set up, remove and label up all non-fixed chairs on the floor (if required) (allow 6 hours prior to show time for set up with appropriate lighting)
- Set up and remove curtains in backstage area
- Provide and remove a microphone set up as required
- Electrical consumption charge
- Electrical Safety Authority inspection fee

BOX OFFICE

- Act as the sole ticket sales agent for the event. All receipts will remain in possession of the City of Greater Sudbury (CGS) until the event and settlement is complete
- Set up the electronic ticketing for the event
- Design the event tickets and receive the Promoter's approval before going on sale (1 week notice required, pre on sale date)
- Tickets available for purchase at the box office, by telephone or online
- Provide current ticket stock

HOSTING SERVICES

- Provide hosting services to secure all doors, take tickets and crowd control (front of house staff only) 1 hour prior to the event time

FEES/SERVICES NOT INCLUDED IN THE RENTAL FEE

The City of Greater Sudbury applies a ticket-handling fee which is added to the ticket price. The customer will pay the ticket handling fee.

Ticket Handling Fees

\$1.00 for tickets between \$0.01 and \$5.00
\$2.30 for tickets between \$5.01 and \$15.00
\$3.35 for tickets between \$15.01 and \$25.00
\$4.40 for tickets between \$25.01 and \$40.00
\$5.50 for tickets over \$40.01

Credit Card - **3%** of credit card sales or a per ticket fee of \$1.75.

Internet/Telephone order - A **per ticket** fee will be charged to the customers who choose to use this service.

Merchandise - All merchandise must be arranged and pre approved by management of the Sudbury Arena. All merchandise will be subject to a commission fee based on total sales after taxes.

Electrician - **\$75.00 per hour** (minimum 4 hour call in and out)

Food and Beverage Rights - Belong to the OHL Hockey Club (Sudbury Wolves)

Forklift - ~\$800.00

Taxes - Including but not limited to **H.S.T. / Entertainment tax**

CONTRACTED SERVICES AVAILABLE (IF NECESSARY)

SHOW PRODUCTION STAFF / TOWELS / SECURITY / CATERING :

The arena can provide contact names for the above services as required. The promoter is responsible for negotiating and paying the above contractors the day of the event if using their services.

ADVERTISING

Newspapers

Daily - The Sudbury Star,
33 Mackenzie Street,
Ph -705 674 5271

Weekly/ Bi Weekly- Sudbury.com,
158 Elgin Street
Ph. 705 673 5667

French Language - Le Voyageur,
20 Ste Anne Road,
Ph 705 673 3377

Radio

KICX Country 91.7 – Ph 705 671 7330
KISS 105.3 - Ph 705 566 4480
REWIND 103.9 – Ph 705 560 8323
HOT 93.5 – Ph 705 560 8323
92.7 ROCK – Ph 705 525 7278

Television

MCTV (CTV & CBC) Ph 705 674 8301

PLEASE NOTE:

THE INFORMATION INCLUDING RATES IS SUBJECT TO CHANGE AND WILL ONLY BE CONFIRMED AS FIXED ON RECEIPT OF A FULLY EXECUTED CONTRACT WITH THE PAID IN FULL ASSOCIATED DEPOSIT.

TECHNICAL INFORMATION

Seating Capacity

180 degree seating

Seating: 2,645

Standing: 349

Boxes: 128

Barrier Free 24 (includes 16 Barrier Free spots on the arena floor)

Arena Floor: 1416 (non-fixed seating, 60'-0" x 40'-0" stage)

Total: **4,562 people**

240 degree seating

Seating: 2827

Standing: 366

Boxes: 144

Barrier Free 24 (includes 16 Barrier Free spots on the arena floor)

Arena Floor*: 1416 (non-fixed seating, 60'-0" x 40'-0" stage)

Total: **4,777 people**

270 degree seating

Seating: 3096

Standing: 428

Boxes: 192

Barrier Free 24 (includes 16 Barrier Free spots on the arena floor)

Arena Floor*: 1416 (non-fixed seating, 60'-0" x 40'-0" stage)

Total: 5,156 people

360 degree seating

Seating: 4470

Standing: 500

Boxes: 192

Barrier Free 24 (includes 16 Barrier Free spots on the arena floor)

Arena Floor*: 1416 (non-fixed seating, 60'-0" x 40'-0" stage)

Total: **6,602 people**

Main Entrance

South Side of the Arena - Elgin Street

Load in Door

North side of the building from the parking lot. Parking lot entrance is off Minto Street. The load in door is 12 feet high and 10 feet wide. There is a ramp that is 28 feet long and drops approximately 7 feet from the parking lot to the main floor level. This restricts the height of vehicles that may enter the facility to a maximum of 10 feet in height.

Dressing Rooms

6 available for your use

Rink Boards

42" inches from the floor

Protective Glass

6' on the side boards and 8' on the corners and end boards

Floor / Ice Surface

Size 200' x 85'

Steel Beam Structure

There are eight main beams in the building that may be rigged from to suspend trusses for shoe audio and lighting. These beams are oriented across the ice surface /arena floor (They run north to south and the arena floor is east west). The beams are 26 feet 6 inched center to center. There is a catwalk that runs east west down the center of the arena. It is 55 feet above the arena floor. The beams are sloped from the center to the outside walls. The Steel beams are 45 feet above the arena floor at the point above the arena boards.

Score Board

At center ice position the main arena scoreboard is located it is trimmed at 22 feet above the arena floor but can be raised to a trim height of 30 feet if necessary.

Electrical Services

The main electrical power room is located on the North Side of the Arena. The total service to the building is 1600 amps three phase 208 volts

Maximum capacity available for shows is 1,600 amps

3 - 400 amps 120/208 volts 3 phase

2 - 200 amps 120/208 volts 3 phase

Shore power

4 - 50 amps 120/208 volts single phase

2 water hook ups

Main electrical room is approximately 175 feet from the down stage left position

Marketing

We will assist with the City of Greater Sudbury's internal communications and marketing resources including:

- Twitter mentions of event, sale dates, tickets available (6,100+ followers)
- Facebook (4,800+ Facebook friends)
- Website presence on www.greatersudbury.ca
- Promotion on digital information boards at city facilities
- Postering at city facilities