



City of Victoria, Save-On-Foods Memorial Centre Fundraising Event Questions & Answers

What is considered a Fundraising Event?

A Fundraising Event at the Save-On-Foods Memorial Centre is considered any event where 100% of the net proceeds are for the benefit of non-profit organizations.

What and who is this application designed for? Who would be eligible?

Fundraising Events are designed for a registered non-profit society incorporated under the Society Act.

Fundraising Events will only be rewarded to agencies utilizing the funds to provide a direct service or project to the community.

Partnerships may be formed by Community Organizations so long as the primary applicant remains as the Community Organization and meets the eligibility criteria outlined on the application form.

How many fundraising events can take place during one year?

Twice yearly the facility rental rate for the Save-On-Foods Memorial Centre is waived for up to a twenty-four (24) hour period for not-for-profit organizations to host their fund raising events.

What are my rights on sponsorship and promotion?

Due to the operational nature of the Save-On-Foods Memorial Centre, all sponsorship and promotional plans must be approved by the City of Victoria. This includes a marketing strategy, themes and sponsorship and signage plans.

As part of the event, the City will provide RG Facilities an opportunity to participate as a co-sponsor of the Fundraising Event.

What is the allowable time length of an event?

Successful applicants will have access to the Save-On-Foods Memorial Centre for a period of

24 hours. This includes all set-up and take-down time.

If my organization is approved, what happens if another concert or special event is scheduled for the date I am planning for my event?

The City must provide RG Facilities with reasonable notice of intention to schedule a Fundraising Event. RG Facilities will not be required to reschedule other use time or entertainment activities to accommodate a Fundraising Event.

Once scheduled, the Save-On-Foods Memorial Centre cannot re-schedule a Fundraising Event in to another time block and may not schedule any entertainment activities or other use time at the same time or in place of the fundraising event.

What if I need to cancel or reschedule my event?

Once the fundraising event is schedule, the City may not reschedule the event except by providing six months written notice to RG Facilities in advance of the originally scheduled date unless RG Facilities consents.

What areas of the building are accessible?

The facility will be available in the same form as an entertainment or sporting event. Fundraising events can take the form of a concert utilizing the sports surface or a sporting event that would use the existing seating, for example.

Any area that is used in operations of the facility can not be used, but areas that are generally publicly accessible can be used.

What is the seating capacity of the Save-On-Foods-Memorial Centre?

There are about 6500 permanent seats at the Save-On-Foods Memorial Centre. The seating capacity will vary depending on the event planned and the configuration required.

I've heard that the facility is free – does this include everything that the facility has to offer?

The rental of the Save-On-Foods Memorial Centre will be provided at no charge to the successful applicant.

However, there are a number of costs that will not be covered and must be considered when planning. This include clean-up, staging, equipment, ticketing, covering or addition or ice (depending on the operational season), and any other costs associated with the facility.

What about services for my event, such as ticketing, concessions and staffing?

If your organization wishes to use a third-party for any event-related service that RG Facilities provides or has expertise in, RG Facilities has the right of refusal to provide these services in connection with the Fundraising Event.

How will the City select the successful events?

The City has a policy in place to govern the application process and awarding of these Fundraising Events.

Through implementation of this policy, the City will aim to lead or assist in the development of quality of life, cultural or green space developments or initiatives and ensure that the resulting financial benefits of the Fund Raising Events are utilized to their full extent within the Region.

Specifically, this policy and the Fundraising Event Application aim to allocate the events based on the following:

- I. Mandate of revenue generated
- II. Business plan and resulting projected revenue
- III. Collaboration with organizations of similar goals/mandate
- IV. Anticipated scope of benefits
- V. Scope and appeal to the general public
- VI. Utilization of volunteers in leadership roles
- VII. Accessibility (cost) to the general public

Based on the selection process, the City is not required to award a Fundraising Event to any applicant during an application period. The City also maintains the right to partner with an organization to host a Fundraising Event.

What are the financial obligations of a successful applicant?

To be successful, the applicant organization must prove that they have access to the financial resources required to support the event that the organization is proposing.

Accordingly, the successful applicant will be required to make a formal assurance to the City that the financial resources are in place and secure.

How do I apply?

Application forms can also be picked up at the Parks, Recreation and Community Development Office at 633 Pandora Avenue. This office is open from Monday through Friday (excluding statutory holidays), 8:00 AM – 4:30 PM.

Application forms can be found on the City of Victoria website at www.victoria.ca/arena

For More Information:

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