# MATTAMY ATHLETIC CENTRE EVENT GUIDE





























The following document is a general guide that should only be used for information purposes. Prices and rules are subject to change. Terms are not finalized until a licence agreement is signed and fully executed.

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# MANAGEMENT

We are Spectra, the experts in hosting and entertainment. We provide our clients access to a network of partnerships and integrated services that infuse operational excellence, unlock incremental value and enhance the customer experience. We pride ourselves on superior service, strong relationships and a client-focused approach that delivers innovative solutions across a wide range of sports facilities, convention centres, performing arts centres, fairs, cultural institutions, private events and much more.

Spectra Venue Management manages over 750 clients, and more importantly, the millions of details that set them apart. Management services begin with a firm commitment to enrich the communities we serve. From that starting point, our experienced team delivers customized solutions and gamechanging efficiencies that instill operational excellence and a seamless experience for customers and guests. Spectra's expertise provides diverse event content, proficient facility operations, financial returns and engaging marketing strategies for every venue we manage, big or small.

Spectra has managed the Mattamy Athletic Centre, formerly known as Maple Leaf Gardens, since it opened in 2012. The building, now the home of the Ryerson Rams, is a great mix of historical architecture, and a functional sports and entertainment centre. It is located in the heart of downtown Toronto, and it is easily accessible by public transit.

The venue is perfect for hosting sporting events, concerts, cultural festivals, and trade shows. Depending on your event layout, the main bowl can accommodate up to 4,000 guests, and there are two fourth level concourses each measuring in excess of 5,000 square feet that can accommodate up to 1,000 visitors. Additionally, the building offers several meeting rooms, a fitness centre, and a 12,000 square foot court that can accommodate up to 900 quests.

Maple Leaf Gardens is a recognized Ontario Heritage Site, and since 1931 has played host to some of the most impressive events in Toronto's history. Our team of experts in the sports and entertainment industry look forward to working with you, and continuing that tradition in a completely renovated and updated venue, The Mattamy Athletic Centre.

## MATTAMY ATHEFTIC CENTRE

# MAPLE LEAF GARDENS



# **LOCATION & CONTACT INFO** LOCATED IN THE HEART OF DOWNTOWN TORONTO 50 Carlton Street, Toronto, Ontario, M5B 1J2 Phone: (416) 598-5960 mattamyathleticcentre.ca Events: Phone:416 598 5960 Email: mac.events@ryerson.ca Ticketing: Phone:416 598 5970 Email: mactickets@ryerson.ca 4 MATTAMY ATHLETIC CENTRE EVENT GUIDE

#### RENTAL SPACES

#### MATTAMY HOMES HOME ICE

The main bowl is located on the 3rd floor of the venue. The arena floor is 85' x 200' (NHL Size) and the ice can be covered in order to accommodate large events, such as concerts, award dinners, trade shows and theater productions. In addition to the ice being covered, the glass can be removed and the boards draped. Portions of the boards can also be removed.

A \$2,825.00 (\$2,500.00 plus HST)non-refundable deposit is required as consideration in order to secure a date. This amount is due upon execution of the contract or whenever another potential user challenges a date. The Mattamy Athletic Centre reserves the right to require an additional sum in advance as a damage deposit, which is refundable after the event is settled and when a check of the facility is completed. Management further reserves the right to require payment in advance, including but not limited to: rent, ticketing fees, setup, staffing, advertising and electrical services Rental pricing is subject to change based on the needs required for your event.

#### Mattamy Homes Home Ice:

Daily Rental Rate \$11,000 plus HST (includes ice surface, tiered seating, east and west concourses, Jet Ice Lounge, and four dressing rooms). Special rates apply for Ryerson University groups.

Conversions, which include the installation and removal of decking, arena glass and arena boards, start at \$4,000 plus HST Additional costs may include:

- Production
- IATSE (see page 15)
- Cleaning
- Event staff (ushers, box office staff, security, first aid)
- Power/electrical requirements not currently installed at the venue (i.e. transformer rental and set-up)
- Food and beverage
- Dock Attendant/Freight Elevator Operator during load in and load out
- Set-up requirements

For sporting events the venue can accomodated approximately 2600 for hockey and 3000 for basketball. See below for capacity breakdowns.

#### **Tiered Seating Capacity**

Hockey	Basketball
Tiered Bowl Seating = 2,424	Tiered Bowl Seating = 2,424
Suites = 36	Suites = 36
Accessible Seating = 56	Accessible Seating = 56
Standing Room = 60	Standing Room = 60
Floor Seating = N/A	Floor Seating = 324
Tech Holds = 28	Tech Holds = 28
Total = 2,604	Total = 2,928

Seat totals are subject to change due to event requirments.



#### **COURT**

The Court is located on the 2nd floor of the facility. It contains one main FIBA regulation basketball court (91' 10.4" x 49' 2.5") and one main volleyball court (59' x 29' 5"). The main area can be divided with a curtain into 2 smaller courts to allow for two basketball games or two volleyball games. The entire space is approximately 12,000 sq ft (118' x 107' with both sets of bleachers retracted; 118' x 95' with one set of bleachers retracted; and 118' x 83' with both sets of bleachers pulled out). For special events, the court is protected by a blue vinyl covering. The height of the Court is just over 30'. No rigging is permitted in this space and all production must be built from the ground up. The capacity for the court is 900 people, and may be reduced depending on the type of event and the specific set-up requirements.

A \$1,695.00 (\$1,500.00 plus HST) non-refundable deposit is required as consideration in order to secure a date at. This amount is due upon execution of the contract or whenever another potential user challenges a date. The Court is not an latse space, and outside production vendors may be used.

Daily Rental Rate \$3,500 plus HST. Special rates apply for Ryerson University groups.

Conversions, which include vinyl covering installation and removal, start at \$750 plus HST Additional costs may include:

- Damage Deposit
- Production
- Cleaning
- Events staff (ushers, box office staff, security, first aid)
- Power/electrical requirements not currently installed at the venue (i.e. transformer rental and set-up)
- Food and beverage
- Dock Attendant/Freight Elevator Operator during load in and load out
- Set-up requirements







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#### Eggy's Summit:

Located on the 3rd floor of the venue, and overlooking the basketball court, the capacity for this room is 50-60 people depending on the set-up. There are two TV screens built into the room for presentations. The space measures 47' x 18'.

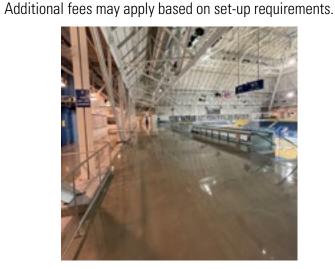
Rental Rate \$50/hour plus HST No charge for Ryerson University Groups Additional fees may apply based on set-up, and AV requirements.



#### East and West Concourses:

Located on the 4th floor above the arena, the East and West Concourses run the length of the ice rink above the tiered seating. These spaces are open to the arena below, available for up to 750 people each (depending on setup). Used typically for cocktail parties, trade shows and viewing ice activities.

Rental Rate \$150/hour plus HST (per concourse) \$75/hour for Ryerson University Groups (per concourse)

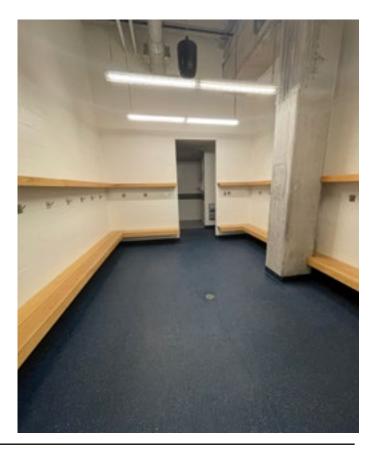


#### **Dressing Rooms**

There are 4 dressing rooms located backstage which can be easily secured from public areas. Each room has restroom and shower facilities, and is wheelchair accessible. Dressing rooms have wireless internet service and can be outfitted with phones and furniture. Please contact the event manager for further details.

#### LOCKS AND KEYS

Dressing rooms may be secured with padlocks provided by the tenant. Keys and/or swipe cards can be signed out for access to other rooms throughout the building.





#### **SETTLEMENT**

The Mattamy Athletic Centre requires payment in full in advance of all large events. A payment plan will be determined between the Event Manager and the Licensee prior to the contract being signed. At the conclusion of the event, the Mattamy Athletic Centre will produce a statement within seven (7) days of all remaining monies owed by or due to client.

#### **INSURANCE**

Each tenant must provide general liability insurance in the amount of \$5 million, naming the Mattamy Athletic Centre, Ryerson University, and Global Spectrum Facility Management Limited as additional insureds. A certificate of insurance must be received no later than two weeks prior to the event.

#### **EVENT REQUIREMENTS AND STAFFING**

The Mattamy Athletic Centre will provide event-related staffing at the expense of the Licensee. Additional security and/or first aid staff may be added to the event, if in management's opinion the safety of the public is at risk. All event requirements must be coordinated with, and approved by the Mattamy Athletic Centre at least two weeks prior to the event.

#### FOOD AND BEVERAGE

All food, beverage and concessions are operated and controlled by Ryerson Eats. Together with the Mattamy Athletic Centre, Ryerson Eats will determine the number of concessions and stands required to be open, to properly service the event. All alcohol must be coordinated with Ryerson Eats under the venue's liquor license. All arrangements for serving food and beverage, and the sale of concessions should be made through Ryerson Eats at maccatering@ryerson.ca.



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#### MERCHANDISE/ NOVELTIES

If an event wishes to sell merchandise to its guests, a discussion must first be had with the Mattamy Athletic Centre. Typical revenue sharing with the venue is 10% of gross sales.





#### **TICKETING**

Ticketmaster is the exclusive ticketing provider for the Mattamy Athletic Centre. No other third party ticketing providers can be used.

Tickets can be purchased online at www.mattamyathleticcentre.ca. The Box Office is located on the main floor, and is open on event days two hours prior to the ticketed time of the event.

The use of Box Office and Ticketmaster is required for all ticketed events in order to provide accurate control of receipts and maximum service to guests. The license agreement will address any ticket holds for for the venue, as well as relocate tickets. Management shall have complete custody and control of all monies received from the sale of tickets for the purpose of applying payment towards any balance for rent, or otherwise, due to the Arena. All money received from ticket sales shall be deemed to be held in trust by the Mattamy Athletic Centre as a bailment for the benefit of ticket purchasers. At no time will tickets be placed on sale unless a contract is signed and record of deposit is on file. Tickets will not be advanced unless payment has been received in full

#### TICKETING FEES

There is a per ticket service fee applied to every ticket sold. This fee covers our ticket provider's service charge and the cost of processing credit cards. There is also a facility fee of \$2.00 per ticket for facility upgrades. All fees are subject to change.



#### **VENUE INVENTORY**

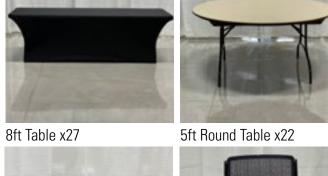
Below is some of the furniture offered at the Mattamy Athletic Centre. Our Events team can help you determine what is available and best for your event. \*Furniture availability may vary.







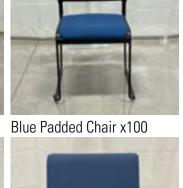












Cruiser Table x24









Podium x1



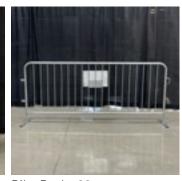


Riser x6

#### **VENUE INVENTORY CONTINUED**









Stanchions x47

White Board x3

Bike Rack x32

Pipe and Drape





T Stand x25

Easel x13

#### **VENUE EQUIPMENT**





The venue has one Yale forklift and one JLG personnel lift that is available to licensee's. Any and all operators must be properly certified.





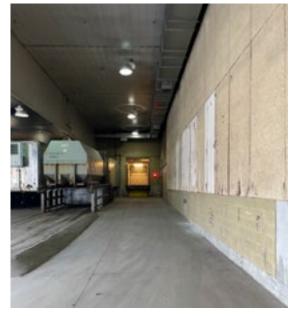
#### **PRODUCTION**

#### LOAD IN

#### LOADING DOCK

The loading dock is located on the north side of the building on Wood Street (one street north of Carlton off of Church).

The loading dock is a shared space between the Mattamy Athletic Centre, Loblaws, LCBO and Joe Fresh. The single bay along the south wall is for the exclusive use of the Mattamy Athletic Centre.





The loading dock can accommodate 3 trucks during off peak hours, and one truck during regular business hours. Trucks cannot exceed 53 feet in length. Once the trucks are emptied, they must find parking off-site. A detailed load in and load out schedule must be submitted to and approved by the Event Manager in advance of the event.

The loading dock hours are strictly 7:00am to 11:00pm Monday through Saturday, and 9:00am to 11:00pm on Sundays. All production deliveries must be completed during this time. Overnight load in/out may continue outside of dock hours, however, any trucks remaining in the dock after 11:00pm will not be able to leave until the dock reopens the following morning.

#### **DOCK LEVELER**



The loading dock leveler can assist in making load in easier. It is capable of both a ramp mode to bridge the gap between the dock and a truck as well as a lift mode that can be lowered to the dock floor.

#### FREIGHT ELEVATOR



From the loading dock, the freight elevator can be used to access the court (2nd floor) and the arena (3rd floor). The freight elevator measures 17' deep x 9' wide x 9' high and has a maximum weight capacity of 5,450 kg (12,015 lbs).

#### SERVICE ELEVATOR



For load in access to the 4th floor, there is a smaller service elevator located back of house on the 3rd floor that measures 7.5' deep x 5' wide x 8' high with a maximum weight capacity of 1,361 kg (3,000 lbs).

#### INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES (IATSE)

All production instillations (lights, video and audio) in the main arena are under the jursitiction of IATSE. Clients are free to choose their own production supplier and our team will work with that supplier to execute your event.

The production supplier will identify the staffing requirments, and we will coordinate with the production company to ensure that the proper IATSE personel are scheduled. A separate quote will be provided for all IATSE staffing costs.





#### SOUND SPECS

Located within the bowl on ice level, there are 30 bowl speakers and 8 overhead ice speakers. The AV room for the arena is located in the south west corner of the 4th floor (MAC 4412).

In the Court there are 16 overhead speakers and there are 4 additional plug-in outlets on the floor where audio can be linked in to the system; 2 located on the east side, and 2 located on the west side. The AV room for the court is located on the 3rd floor (MAC 3403).





#### **VIDEO BOARD SPECS**

There are two video boards, located at the north and south ends of the arena. We offer a combination of Daktronics display studio (to display images) and a Tricaster to display video. The video boards are 10'8" long and 7'9" tall. Specifications for video and images on the screens are:

- Images: JPEG, 16:9
- Video: AVI, 1280 x 720 and 16:9

#### TELEVISION & BROADCASTING

The Mattamy Athletic Centre is equipped for televised broadcasting in the arena. Show power is located in the loading dock for any broadcast requirements. Cabling runs from the loading dock up to the west concourse on the 4th floor. Ryerson's Radio and Television Arts (RTA) program has assisted with the broadcasts and production of many high end events. If you are interested in this service, a discussion with the RTA department can be arranged.





#### **SHOW POWER**

All power requirements (i.e. transformer rental and set-up) must be coordinated and set-up by the venue's exclusive electrical provider, Little Electric. The Event Manager will connect with Little Electric on behalf of the Licensee. Show power can be provided on the 2nd floor in the Court, on the 3rd floor at ice level, and shore power is located in the loading dock at ground level.

Loading Dock



2nd Floor Court



3rd Floor Penalty Box



3rd Floor NW Corner



3rd Floor East



#### **SHOW RIGGING & PRODUCTION**

The IATSE union has jurisdiction on all production set-up, operation and tear down in the arena. Rigging can only be done from the catwalks. Depenfing on rigging loads, an engineer sign off may be required.

ROOFTRUSSRIGGING LOAD DIAGRAMS

RIGGING PLOT: Rigging is done from the catwalks only (marked in yellow)

#### **PRODUCTION SUPPLIERS**

There are multiple suppliers for all production management services at the Mattamy Athletic Centre. Our events team can help direct you to several that will best suit your needs.

#### PRODUCTION OFFICE

There are several spaces located in the back of house area that can be converted into a production office. The rooms can be outfitted with tables and chairs, pipe and drape, etc. Wireless internet access is available throughout all spaces at the Mattamy Athletic Centre. High-speed internet jacks and telephone lines can be installed for an additional cost.

#### **VENUE RULES AND REGULATION**

#### ARENA/ LOGO NAME

The venue must always be referred to as one of the following "Mattamy Athletic Centre", "Mattamy Athletic Centre, formerly Maple Leaf Gardens", or "Mattamy Athletic Centre at the Gardens". The venue cannot be referred to as "Maple Leaf Gardens". The Mattamy Athletic Centre name and/or logo must be prominently displayed in all materials used to promote events.

#### **RE-ENTRY**

For ticketed events, access to the Mattamy Athletic Centre must be accompanied with a ticket and/or proof of purchase, and is only valid for entry the day of the event. The Venue's re-entry policy will be determined on an event-by-event basis.

#### RESELLING OF TICKETS

Re-selling of tickets is prohibited on Mattamy Athletic Centre property.

#### **SMOKING & VAPING**

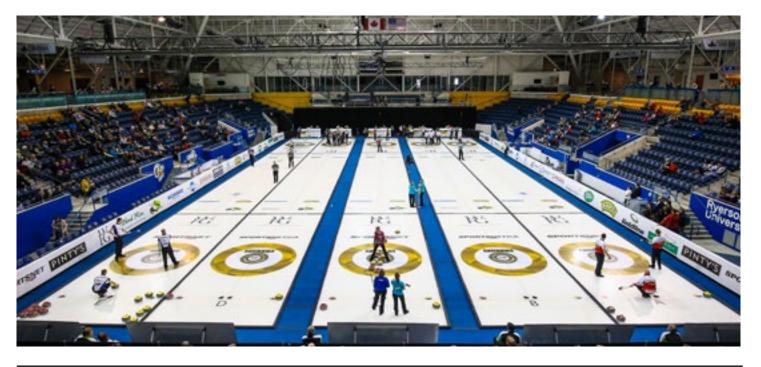
As per City of Toronto By-Law, smoking and vaping is not permitted inside the Mattamy Athletic Centre. Smokers must also keep a distance of 29.5 ft away from any entrances of the building as stated under the City of Toronto By-Law.

#### LOST AND FOUND

The Lost & Found is located on the 2nd floor of the Mattamy Athletic Centre, at the Athletics reception desk. Please contact (416) 979-5000 ext. 5339 if you're looking for any lost items.

#### **SPONSORSHIP**

Advertising signs or banners must be pre-approved by management. The Licensee will not cover up any of the existing sponsor signage inside the facility. The Venue has three exclusive sponsorship categories Educational Institutions (Ryerson University), Grocery Stores (Loblaws), Home Builders (Mattamy Homes).



### ITEMS NOT PERMITTED IN THE MATTAMY ATHLETIC CENTRE

These items are not permitted on the premises. Other items may also be added on an event-by-event basis.

#### ALCOHOL

No outside alcoholic beverages may be brought into the Mattamy Athletic Centre. Alcoholic beverages are only to be sold by

Ryerson Eats. No alcoholic beverages can be consumed beyond the designated licensed areas within the Venue.

#### CAMERAS AND DEVICES

No professional cameras (75 mms or greater), or audio recording devices are permitted inside the building. This is subject to change on an event-by-event basis. The Mattamy Athletic Centre is not responsible for lost or stolen items.

#### BALLOONS, CONFETTI, TAPE & TACKS

Helium balloons and confetti are not permitted in the building at any time. Only painters tape may be used to post signs; the cost of removing excessive tape or tape residue will be the responsibility of the tenant. Stickers and adhesive backed decals are not to be distributed in or around the building. Nails and screws are not to be driven into the floors or walls. Nothing can be affixed to the Court or Concourse floors.

#### AIR HORNS, MEGAPHONES AND OTHER AMPLIFIED NOISE MAKERS

Air horns, megaphones and other forms of amplified sound can cause hearing damage to others around the facility. Because of this none are allowed to be used within the Mattamy Athletic Centre.

#### LARGE BAGS OR LUGGAGE

Bag policies will be instituted on a per event basis. Talk to the Event Manager about options for coat/bag check.

#### FIREWORKS, FIREARMS OR WEAPONS

Fireworks, firearms or weapons of any kind are not permitted inside the Mattamy Athletic Centre at any time.

#### **GUEST CONDUCT**

The Mattamy Athletic Centre strives to provide its guests with a safe, comfortable, and enjoyable atmosphere. In order to achieve this, it is the responsibility of each guest to act in an appropriate manner. Reasons for expulsion from the building can include, but are not limited to:

- Interfering with other guests' ability to enjoy the event .
- Use of foul or abusive language, or gestures.
- Intoxication.

#### GENERAL BUILDING INFORMATION



#### FEATURES FOR GUESTS WITH DISABILITIES

The building is completely wheelchair accessible. Two elevators are available for use inside the venue and all washroom facilities are wheelchair accessible. In addition, accessible all gender washrooms are located on all levels. Baby change tables are located in the all gender washrooms. Drinking fountains are located throughout Mattamy Athletic Centre and are all wheelchair accessible.

#### SERVICE ANIMALS

All service animals are welcomed at the Mattamy Athletic Centre. Please notify your ticket seller at the time of purchase if an additional seat is required for your service animal.

#### CONCESSIONS

All concession stands on the 4th floor, as well as the Café concession stand on the 2nd floor are at an accessible height.

#### WHEELCHAIR / WALKER STORAGE:

We will gladly store your Wheelchair or Walker during an event. Please contact Guest Services at either the Mattamy Athletic Centre Box Office in the 1st floor lobby, or at the Guest Services table, located at the entrance of the West Concourse just outside sections W2 and W3. Your Wheelchair or Walker will be stored until the end of the event to eliminate congestion in the seating areas.

#### ACCESSIBLE SEATING

Accessible seating is available on all levels of the building.

#### Mattamy Homes Home Ice:

4th floor concourse level, at the top of sections W3, W6, E3 and E6. There are 28 seats on each side (including an accompanying seat for a service escort).

#### Court:

2nd floor, floor seating, just behind court side seating on west side of court. 3rd floor, balcony seating along the south of court, accessible by elevator.

Concourses and Meeting Rooms:

All concourses and meeting rooms are accessible via elevator.

All seats for guests with limited mobility have been selected to allow convenient entry and exit. When purchasing your tickets, please inform your ticket seller of any accessibility needs you may have that require for accommodation.

#### GENERAL BUILDING INFORMATION

#### PYROTECHNICS/FIRE SHOWS

Venue approval and proper certification from the fire department must be obtained in order to use pyrotechnics. If events are using fire in any capacity, approval from the venue, as well as a City of Toronto permit, is required. The event is responsible for all costs including supplying fire extinguishers.

#### **EMERGENCY EQUIPMENT**

Sprinklers, smoke detectors, heat sensors and fire extinguishers are located throughout the venue. The facility is equipped with an emergency generator that can provide emergency lighting in case of a power failure.

#### **HEALTH AND SAFETY**

The staff at the Mattamy Athletic Centre are committed to continuously improving the health and safety of both our staff and guests. The Joint Health and Safety Committee (JHSC) conducts regular inspections of the venue and meets monthly to ensure compliance.

#### FIRST AID

The First Aid room is located on the east side of the third floor in the dressing room hallway. The First Aid room is equipped to take care of minor injuries and assess if further medical treatment is required. The Mattamy Athletic Centre can supply paramedics at the licensee's cost. The First Aid room is staffed during all ticketed events.

The venue is also equipped with 5 AED's (Automated External Defibrillator).

- One outside the basketball court on the 2nd floor
- One outside the Fitness Centre on the 2nd floor
- One on the 3rd floor inside the rink, between players benches
- One on the 3rd floor East wing, outside the Ryerson Coaches offices
- One on the 4th floor West Concourse

#### HOSPITALS

If medical attention is required the venue is withing a 10 minute drive of three emergency hospitals.

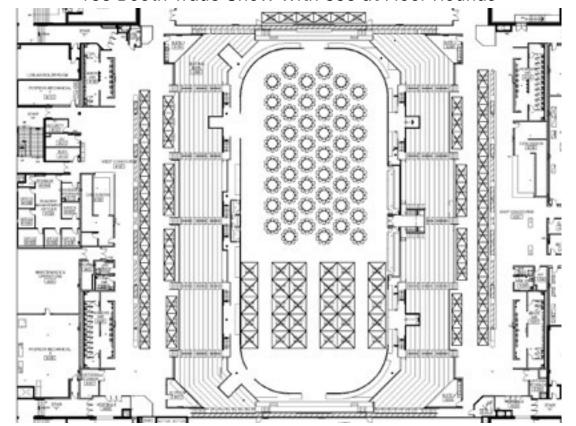
- Toronto General Hospital (416) 340-4800, 200 Elizabeth St.
- Princess Margaret Hospital (416) 946-4501, 610 University Ave.
- St. Michaels Hospital (416) 360-4000, 30 Bond St
- Toronto Fire Department (416) 338-9350
- Ryerson Security (416) 338-9350
- Poison Control 1-800-268-9017

#### RESTROOMS

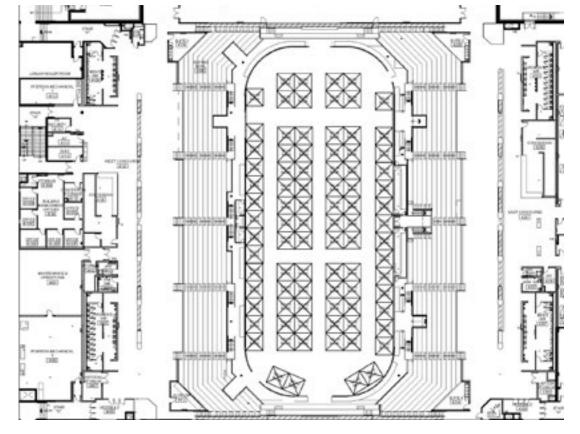
There are 8 total restrooms withing the facility. Two restrooms are located on the 2nd floor, 2 restrooms are located on the 3rd floor and 4 restrooms are located on the 4th floor. All restrooms are accessible. There are 4 All Gender washrooms available as well.

#### **ARENA SETUPS**

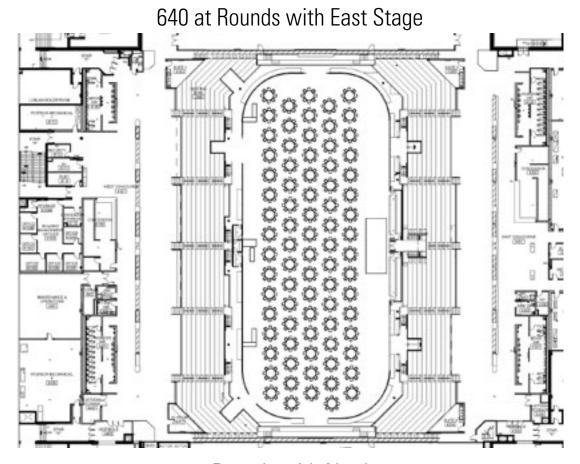
#### 100 Booth Trade Show with 500 at Floor Rounds

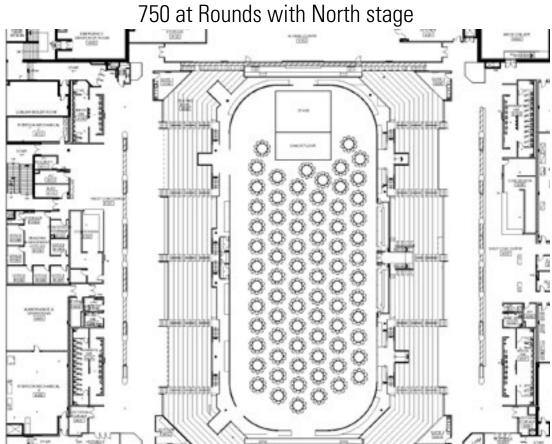


#### 88 Booth Trade Show

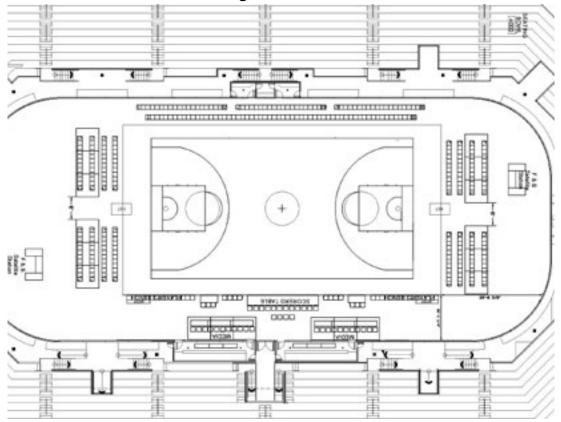


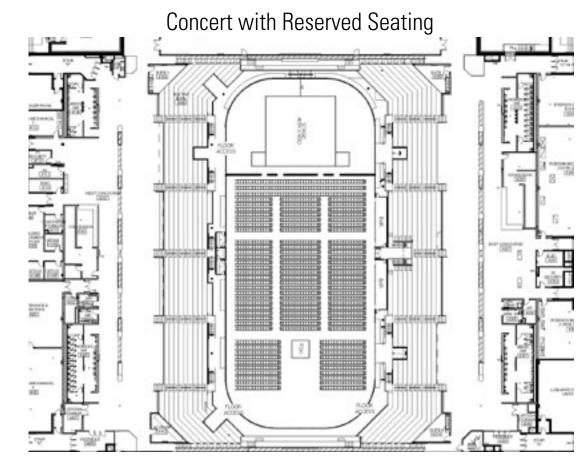
ARENA SETUPS ARENA SETUPS



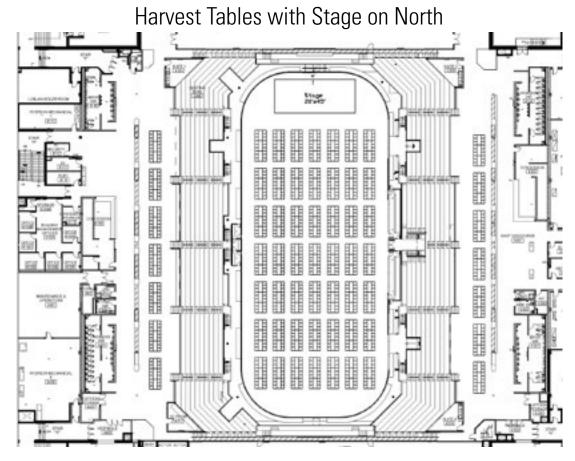


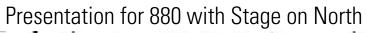
Basketball with Floor Seating-Ice with Border with Extra Courtside

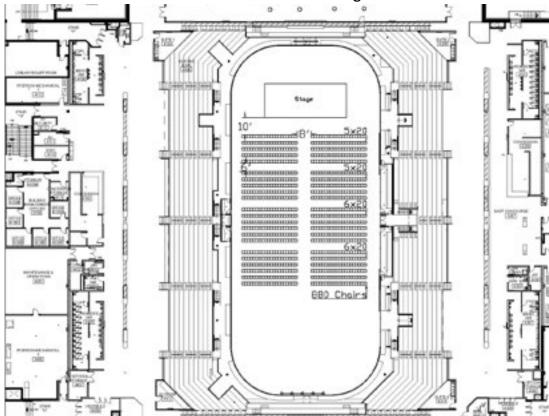




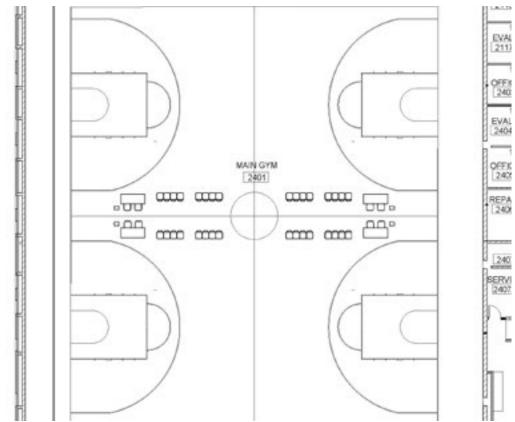
ARENA SETUPS COURT SETUPS



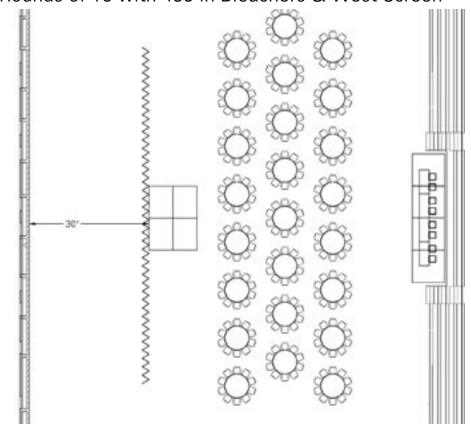




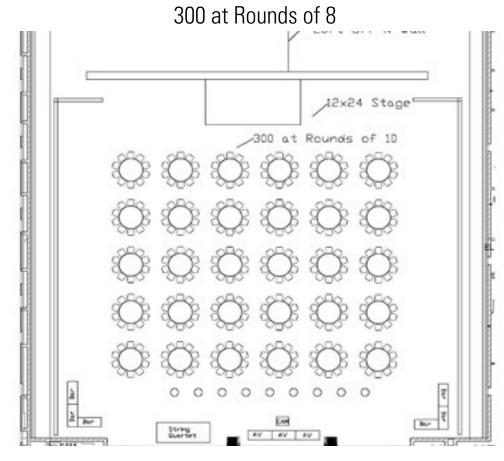
4 Basketball Courts with Centre Benches & Score Tables



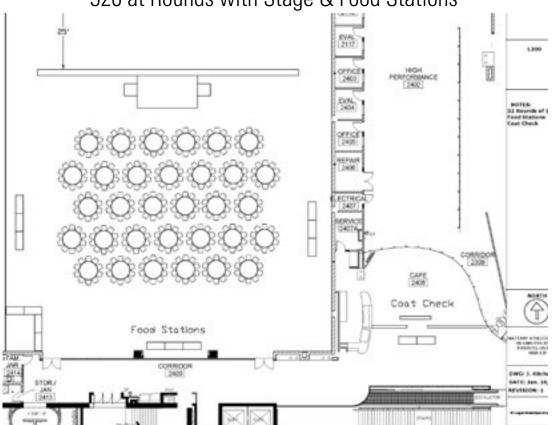
240 at Rounds of 10 with 450 in Bleachers & West Screen

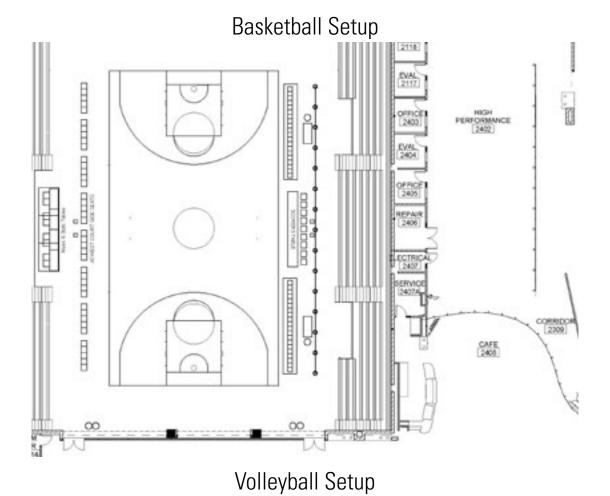


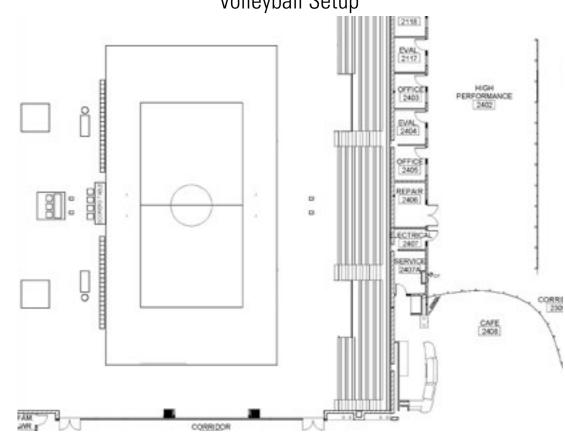
<u>COURT SETUPS</u> <u>COURT SETUPS</u>



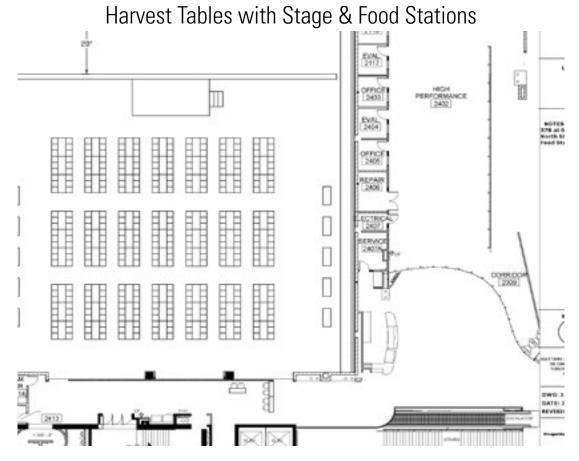
320 at Rounds with Stage & Food Stations



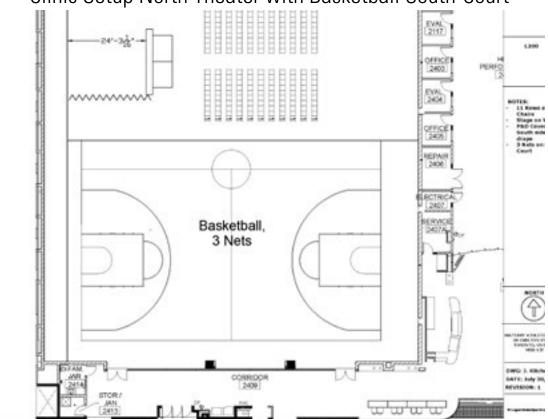


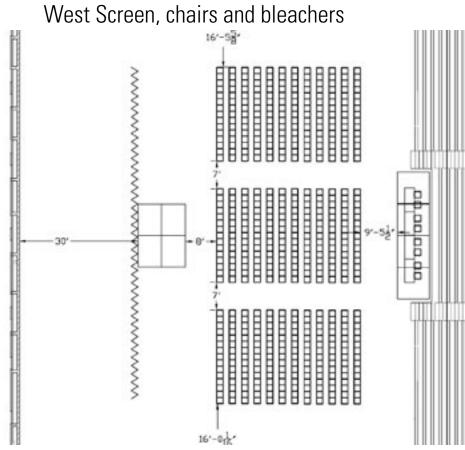


<u>COURT SETUPS</u>



Clinic Setup North Theater with Basketball South-Court





Trade Show Option 1



TOTAL TOTAL

