



Facility Booking Procedure for Tsuut'ina Nation Member Bookings and Events

Please be advised the 7 Chiefs Sportsplex & Chief Jim Starlight Centre has an established process for booking and handling requests within the Nation. Tsuut'ina Nation members are asked to email 7CSales@tsuutina.com for all your booking and event requests including court time in the fieldhouse, ice time on the arenas, and/or any special events held at the Sportsplex.

Nation members aged 17 and under must be accompanied by a program lead, coach, or parent at all times. Members must sign and submit a waiver to the 7 Chiefs Sportsplex staff upon arrival.

Please note the process for booking and handling requests as follows:

- Tsuut'ina Nation member sends a request and event details by email to 7CSales@tsuutina.com. Please include the date and time(s) being requested and where in the venue you are looking for event space
- The Events team will provide availability and a quote
- Tsuut'ina rates will be applied
- Nation member submits a budget with quotes of all major expenses
- Nation Member then requests a meeting to Head Chief (H/C) and Minor Chief (M/C) for financial support
- HC and MC confirm a decision to support or not support the application
- If approved, HC/MC will provide a letter stating the facility rental amount approved, which is copied to the Seven Chiefs Sportsplex Event Director
- Seven Chiefs Sportsplex creates a Venue Agreement contract with HC/MC listing the Nation member in the Name of the event or proposed event name
- Seven Chiefs Sportsplex creates an invoice and will submit for payment
- HC/MC transfer funds as per payment schedule outlined in Agreement
- Final payment received by HC/MC prior to the event (standard 30 days)
- Nation Member will be responsible for the entire budget and expenses of the event
- If a memorial event, dates need to be requested immediately after the event takes place to be held for the following year.

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Destiny Whitney, General Manager & Major Special Events

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