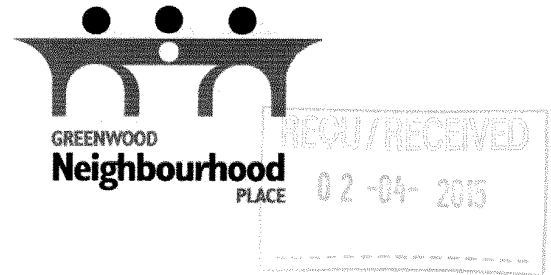


April 1, 2015

Town of Sundre
Attn: Jacci Hager

Re: Call to Action – Snake Hill Slam 5 km Obstacle Race
Date: September 19, 2015



Dear Jacci,

The following letter outlines our venue application for Sundre/ Snake Hill in the Fall of 2015. Our event would be coordinated by Greenwood Neighbourhood Place (GNP) and would aim at promoting health and wellness in the community of Sundre. *Thank you for supporting this event in the past!*

Proposed Date: Saturday, September 19th, 2014

Race Organized: 5km Obstacle Run

Trail Markings: Removable trail markers made of sprinkler flags, and chloroplast signs, snow fence when necessary

Course Details: The course is marked the prior day with all markings left over night. The following morning a course marshal pre runs the course to ensure tampering has not taken place. All trails used are environmentally safe (no bush whacking). All participants must stay on designated trails.

Race Design: Predetermined with the assistance of Park Staff with the addition of up to 15 obstacles that will be erected the day before/morning of the race and dismantled after the race ends. This year we hope to have permission to take a few pick-up trucks onto Snake Hill to aid in setting up the obstacles. The obstacles will be continuously monitored by volunteers for the duration of the race; descriptions of these obstacles can be provided at a later date when exact specifications are known. The race will begin between the tennis courts and ball diamonds and finish between the second and third ball diamond.

Race Set Up: The Start / Finish Line structure, sound system, display tents, vendor tents, food tents, first aid tent, banners, entertainment stage, etc will be located in the space behind the ball diamonds near the schools. We will need to use town space to erect a tent and we're hoping to use the same area as last year. We will need to block off the east/west leg of the gravel road that begins by Joko's and wraps around past the rodeo grounds. Parking will be organized along the same gravel road along the tennis courts and rodeo grounds.

Required Amenities: Power (provided by a generator), washroom facilities, potential shelter for inclement weather conditions (Sundre Community Centre – booked). Food services will be provided on site by food truck vendors.

Other Required Items: Support vehicle to have access to course for emergency evacuation and first aid station placement (at least one side-by-side ATV provided by a volunteer).

Time: Registration starts at 10:00am, first wave of the race starts at 11:00am; race course to be clear of runners by 4pm, obstacles cleared by 7pm.

Approximate duration of race: 10 waves of 50 runners each with each wave starting every 15 minutes.

Total anticipated racers: maximum 500

Total anticipated spectators: 300 spectators (including volunteers)

Race Director: Kim Free, 403.638.1011, kim@mygnp.org

Pre-Race information: All racers are encouraged to carry their own fluids and emergency first aid kits.

Along the course: The Obstacle Run will have designated water and aid station close to the ½ waypoint of the race (vehicle access on East side of Snake Hill).

Site Safety: First Aid volunteers (certified) will be on site throughout the entire race available for any emergency situations. They will have people located at the water and aid stations at the halfway point of the race, at the race finish line, and be responsible for walking behind the last racer to provide a sweep of the course at the end of the race day.

Race Communications: All Race Directors and volunteers will be communicating via walkie-talkies and/or cell phones; channel to be provided at race start.

Communications between Host Venue and Snake Hill Slam: The race director and GNP director will be in touch with Town of Sundre employees in the months and days leading up to the event. Town employees are welcome to contact GNP about any concerns/issues at any time.

Emergency Evacuation Procedures: First Aid volunteers will be controlling all on site emergencies, communicating them back to the Race Directors.

Race Completion: The last leg of the race will be started 2:30pm and all competitors will be off of the course by 4pm.

Race Tear Down: All race finish line equipment and structures will be taken down immediately after the race awards ceremony, and taken away. No other sign of us being on site will be left behind.

Additional Support: Snake Hill Slam has partnered with the Running Room. Representatives from this organization will be assisting with the planning of this event (as consultants) and will also be on-site the day of the event.

Request from Council:

Please relax the noise bylaw for our event due to use of loud speaker, microphone, and music during the hours of 8:00am to 8:00pm.

Requests from Town Employees:

Picnic Tables and Bleachers:

Please move approximately 8-10 picnic tables into the soccer field area to the south of baseball diamond #2.

Please move 3 sets of bleachers to the same area.

Picnic tables and bleachers could be moved after school on Friday, September 18th and then moved back any time after about 8pm on Saturday, September 19th. (Sunday would be fine)

Garbage: Please lend us 8-10 garbage bins. These could be dropped off on Friday afternoon as well. We can provide the plastic bags and handle the garbage disposal.

Gates: Please unlock the gates leading onto Snake Hill on Friday evening (perhaps at 5pm?) and lock the gates again on Saturday night (after 8pm).

Road Barriers: Please drop off road barriers at the gravel road beside Joko's sometime on Friday. They can be left off to the side and our volunteers can set them up. Please pick up the road barriers anytime after 8pm on Saturday.

Who will lock the gates after the event is cleaned up? Is that part of the request for Town staff? Same for picking up the road barriers; when would they need to be picked up? etc

I trust this provides all pertinent information required, but we welcome any questions or concerns you may have. I will forward a copy of our insurance policy for your records. Please feel free to contact me if you have any questions or concerns.

Thank you for your help in providing this excellent opportunity to showcase our town's amenities and to expose Sundre community members to an excellent opportunity to be involved.

Sincerely,



Kim Free

Outreach Coordinator

Greenwood Neighbourhood Place

Family and Community Support Services

Phone: 403.638.1011 **Fax:** 403.638.1012

Location: #5, 96 2nd Ave NW, Sundre AB

Email: kim@mygnp.org

Our Websites: www.mygnp.org www.snakehillslam.com

Events: www.mysundre.ca



Greenwood Neighbourhood Place supports a nurturing, thriving, empowered and connected healthy community