

Instructions for booking Ivor Wynne Stadium.

Only requests that are made by email will be accepted.
Send email to loconnor@mhysc.org

Include in the email: (See application Form Provided)

- Your Team Account Name on Cheques (for billing)
- Age group and gender
- Your Name and Position (ex: coach or manager)
- Your contact information
- The date, time, and section or sections you are requesting.

Criteria to remember:

Ivor Wynne has been broken up into 4 sections:

1. East End zone,
2. East Centre,
3. West Centre,
4. West End zone.

Each ¼ section of the field is what you will be charged for per hourly fee ****if the entire field is booked.*** If the entire field is **not** booked then you are responsible to pay for the un-used portion as well.

For example:

**If you book the 2 centre sections for 1 hour you will be charged
2 sections x \$15.88 for a total of \$31.76,**

If the end zones don't get booked by someone else, you must then pay for them as well so the total would then be \$63.52.

The reason is that the city charges the club an hourly rate for the entire field but to keep it affordable and fairly used it is broken up in sections, so all the teams get the chance to use it.

Please be aware that if it snows or the field is icy during your booked date the City of Hamilton may cancel your field time on short notice, due to weather or field conditions, and you **will** receive the credit, **if and only if it was cancelled by an authorized City employee.**

If you fail to show up for your booked session, then you will not be reimbursed for fees already submitted. Only the City of Hamilton Staff can deem the field unplayable and ask you to leave because they are closing due to field conditions. MHYSC staff can not cancel the field or stop field payments for your session.

****Cancellations****

Once your time is booked the office will reply to your email to tentatively confirm the time and fees. **Once you have received your tentatively confirmed email from me, you must submit full payment for all bookings to the office within 7 days of notification. Failure to do so can and will result in field time cancelled.**

Thank You & Good Luck

Frank Ielasi
MHYSC Scheduler