ICE RINK GUIDE / PLANNING RESOURCE

Temporary Ice Rink Project Checklist

A one-page worksheet for cities, community organizations and event producers

PROJECT SNAPSHOT

City / location: _____ Target season: _____

1 Purpose & decision-makers

- [ ] Define goals: recreation, downtown activity or revenue
- [ ] Identify organizer, owner and decision-maker
- [ ] Set initial budget and funding/sponsorship approach
- [ ] Decide one-season pilot or recurring annual event

2 Site feasibility

- [ ] Confirm dimensions and room outside the ice footprint
- [ ] Check slope, stability and any platform requirement
- [ ] Identify electricity, water and drainage provisions
- [ ] Plan delivery, refrigeration placement and public access
- [ ] Review sun, weather, noise and neighboring uses

3 Rink configuration

- [ ] Choose approximate ice surface size and activities
- [ ] Confirm REAL refrigerated ice versus synthetic panels
- [ ] List boards, floor, chiller, connections and protection
- [ ] Identify skate rentals, seating and beginner aids

4 Scope & operating model

- [ ] Compare rental, purchase and multiyear requirements
- [ ] Define equipment-only versus full-service operation
- [ ] Assign daily staffing, ticketing and skate maintenance
- [ ] Assign ice care, technical support and after-hours calls

5 Budget & approvals

- [ ] Compare quotes on the same included/excluded scope
- [ ] Budget freight, installation, removal and utilities
- [ ] Include operations, insurance, permits and contingency
- [ ] Review accessibility, emergency access and safety rules
- [ ] Confirm procurement and insurance requirements

6 Schedule & opening

- [ ] Identify permitting, power and site-preparation deadlines
- [ ] Allow for delivery, installation, testing and ice build
- [ ] Plan training, opening checks and weather contingencies
- [ ] Confirm closing, thawing, removal and storage arrangements

Before requesting proposals: Prepare a site sketch, photographs and desired opening dates.

Illustrative planning aid only. Requirements vary by site; consult qualified local professionals.