

Heritage Amphitheatre

User Guide - 2016

Edmonton, Alberta, Canada



Set in the heart of Edmonton's picturesque river valley the Heritage Amphitheatre is an ideal venue for intimate, interactive events and live performances.

Western Canada's largest outdoor Amphitheatre, the landmark's distinctive white canopy offers excellent acoustics and an open view of William Hawrelak Park, while providing fixed-seating for 1,128 patrons in the safety of a permanent structure. Additional festival seating is available for 2,372 on attractively landscaped grassy slopes, for a comfortable capacity of 3,500 patrons.

Many of Edmonton's festivals make the Heritage Amphitheatre home, including the Freewill Shakespeare Festival, Interstellar Rodeo, Rock Music Festival, the Edmonton Blues Festival, Symphony under the Sky Festival and Servus Heritage Festival. Each year over 50,000 visitors enjoy the unique, natural and cultural setting this facility offers. The Amphitheatre season runs May to September.

FOR BOOKINGS & INFORMATION CONTACT:

Heritage Amphitheatre Coordinator

Civic Events and Partnerships, Community Services, City of Edmonton

14th Floor, CN Tower

10004 - 104 Avenue

Edmonton, AB, T5J 2R7

PHONE: 780-944-7740

EMAIL: amphitheatre@edmonton.ca

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1. Booking the Heritage Amphitheatre

Annual booking requests are prioritized in the following order:

1. Major International Events (ie. ITU World Triathlon, FIFA, etc)
 2. Historical/ Recurring events with same date/weekend and location request as previous year;
 3. Historical/Recurring events with new date/location request from previous year
 4. New 2016 events
- Please visit the City of Edmonton website and submit an online application form. The application form can be found at:
http://edmonton.ca/attractions_events/rentals_event_planning/special-events-application-form.aspx
 - When submitting the online event application, please include as much information about your event as you can, including type of event, date, times (set-up, event time, take-down and clean-up), sound requirements, vending/concession, liquor, and any other information you can provide.
 - A rental deposit may be required. If so, it must be received by the City of Edmonton Community Services **before** your event date can be confirmed. Tentative bookings are not reserved. If a deposit is required, once the deposit is received, your date will be confirmed.
 - The event proposal will be reviewed, and a “**Confirmation of Use**” will be drawn up for your event and sent to you via email. Review and submit with proof of \$2 million liability insurance with the City of Edmonton listed as an additional insured. Closer to your event, a “**City of Edmonton License**” which confirms the details of your event, will be sent to you. Sign and return the License to the Amphitheatre Coordinator. Once Executed, an electronic copy will be returned to you as well as a hard copy.
 - Upon receipt of your deposit and a signed copy of the Confirmation of Use and this User Guide, your event date is confirmed. Cost estimates will be provided during the planning phase. Rental fees and any additional services required for your event will be invoiced to you *after* the event.
 - When applicable, an event emergency site plan and festival event plan including site map and details regarding volunteers, barriers, first aid, security, police, fire will be required.

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PAYMENT

Full rental fees and any additional services required during or after the event will be invoiced to the Renter within eight weeks of the completion of your event. Cheques should include the rental number and be made payable to the City of Edmonton.

For payment the following options are available:

- 1) **In Person** at the 14th floor of the CN Tower. MasterCard, Visa, American Express, Cash, Cheque, and Debit Card payments accepted at these locations.
- 2) **By Mail** to the address below by Cheque, Money Order, or Bank Draft only. Make all cheques, money orders, or bank drafts payable to the "City of Edmonton". NOTE: The Rental License number or Invoice number should be referenced on the payment.

**City of Edmonton
Community and Recreation Facilities
14th Floor CN Tower
10004 104 Avenue NW
P.O. Box 2359
Edmonton, Alberta, T5J 2R7**

CANCELLATION POLICY

The Renter may cancel or reduce the term of their event by providing the City with written notice a minimum of fourteen (14) days in advance of the Booking Date. The Renter shall receive a full or pro rated refund of Rental Fees paid to the City for their event and shall be required to pay a 5% Cancellation Fee. If the Renter fails to provide the City with written notice a minimum of fourteen (14) days prior to the Booking Date, the Rental Fee paid to the City will be non-refundable.

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2. Facility Specifications

STAGE & STRUCTURE

- Wood-sprung 2,050 sq. ft. stage (50' W x 41' D x 44' H). Back of stage surrounded by 3 windscreens.
- Canopy on tensioned steel structure.
- Canopy extension added to rear side of the canopy to prevent rainwater from falling onto the stage

BACKSTAGE

Green Room

- Located under the stage, with entrances at the rear and side, the large Green Room (20ft. x 30ft.) comes complete with couches, chairs, and a kitchenette area with cupboards, sink, microwave and fridge. Group is responsible for maintaining cleanliness of the area.

Dressing Rooms

- Equipped with lit mirrors, open costume racks, Men's and Women's washrooms and showers, and a removable room divider. The undivided dressing room accommodates 25 individuals.

AUDIENCE AREA

Patron Seating

- Covered fixed-seating for 1,128 patrons (including wheelchair seating in multiple locations.) Festival seating for 2,372 is available on attractively landscaped grassy slopes, for a comfortable capacity of just over 3,500 patrons.

Patron Washrooms

The Amphitheatre has permanent washrooms located near the main patron entrance.

- Men's washroom with 8 stalls, including 1 dedicated accessible stall.
- Women's washroom with 11 stalls, including 1 dedicated accessible stall.
- Both are wheelchair accessible and equipped with a baby change table.

Bunkers

- Two lockable bunkers with shutter windows facing the stage are located at the rear of the fixed-seating area and can be used for technical operations, merchandise vending, or storage.
- Bunkers have phone and DSL internet connections.
- Each bunker has 4 x 15amp household electrical outlets and one has 3 x 50amp range plugs

Vending Pads

- Four concrete pads at the top of the audience area for food, beverage, and merchandise vending; each concrete pad has 4 x 20 amp electrical outlets available as well as one 50 amp 220V outlet (Hubble connector). Water and grey water disposal is available on both the east and west side vendor pads.

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PARKING & ACCESS

Patron Parking

- Located in William Hawrelak Park, the main parking lot accommodates 320 vehicles. Additional parking is available throughout William Hawrelak Park for a total of approximately 850 vehicles on a first come first serve basis and are shared with general park users.
- Portions of the main lot may be reserved at the discretion of the Amphitheatre coordinator. If so, the festival/event organizers are responsible for managing and allocating the parking stalls in the main lot in William Hawrelak Park,

Staff Parking

- 16 stalls are available directly adjacent to the facility for staff and performers. 5 Parking stalls are reserved for City Staff and City partners operating out of the paddle boat shed located on William Hawrelak park lake.
- Vehicles parked in these stalls must display their parking permit in the window. Permits will be provided by the Amphitheatre Coordinator.
- Festival/event organizers are responsible for managing and the allocating the parking stalls.

Emergency Laneway Access

- Fire regulations state that the emergency access laneway which starts from the lower entrance doors to the Heritage Amphitheatre and continues to the emergency exit at the rear, stage left, is required to be clear at all times. No vehicles can be parked in the laneway within the amphitheatre.
- Fire regulations state that all emergency and public access points must be clear at all times and cannot be blocked.

Transit

- Edmonton Transit System (ETS) may be able to provide charter buses from a number of different parkades located at the University of Alberta for a fee, depending on event size and duration.
- The Amphitheatre Coordinator will facilitate the discussion between the event organizer and ETS for any required services to be provided.
- A few bus routes run close to the park gates, but the schedule of these routes cannot be increased for events.

Vehicle Access

- Vehicles are not permitted to drive on any turf surface within William Hawrelak Park and the Heritage Amphitheatre without permission from the Amphitheatre Coordinator and only in special circumstances.
- Vehicles are only permitted to park on turf surfaces within William Hawrelak Park and the Heritage Amphitheatre for the purpose of actively loading and unloading upon approval from the Amphitheatre Coordinator and not during the events operational hours.
- Vehicles with the appropriate parkland parking permits for loading and unloading must not exceed 10 km/hr while driving on the turf.

Loading Area

- Access to the loading area is located through the amphitheatre parking lot, and can accommodate a semi-trailer directly to the stage-left side of the stage.
- Loading area is for active loading and unloading only. No vehicles are permitted in this location during Festival operations, as this is an emergency access route.

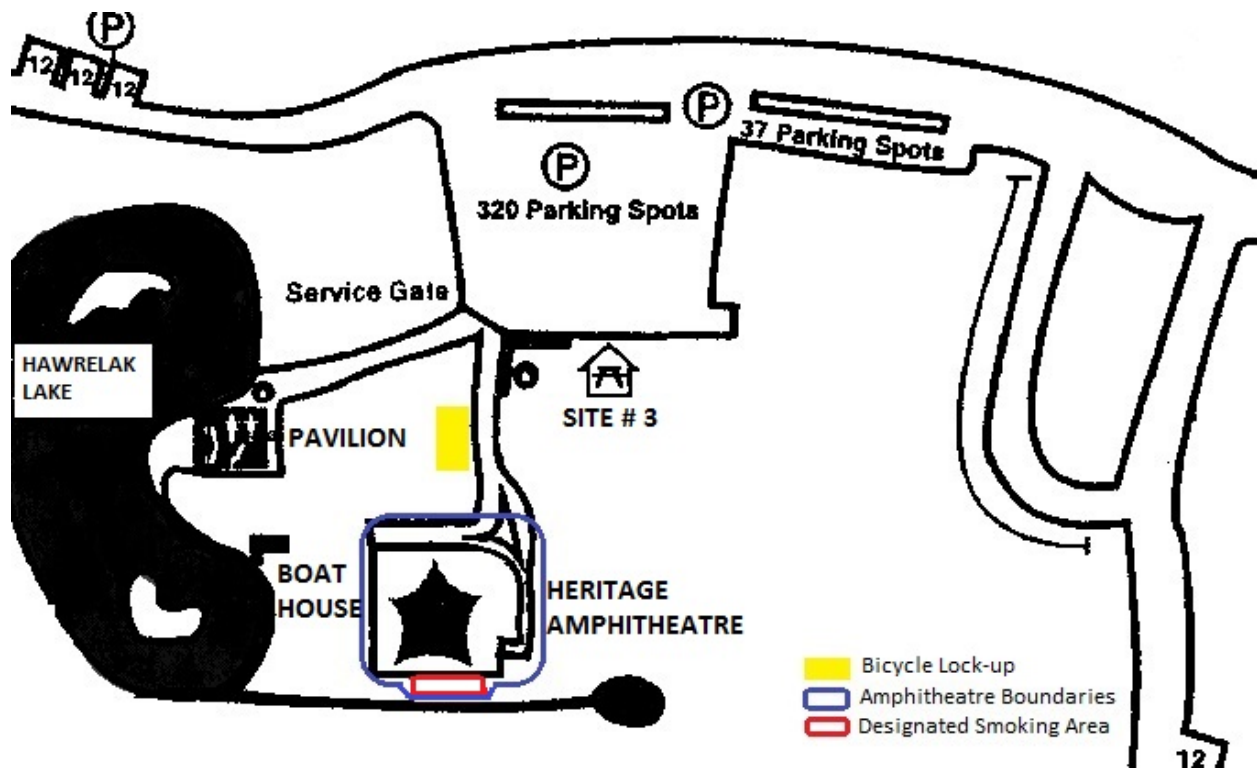
Bike Lock-up

- If a bike lock up is required for event attendees, the designated location for the lock up is on the west side of the service road that connects the main parking lot to the amphitheatre parking lot. Please refer to map on page 7.
- The Bike Lock-up is the responsibility of the Renter including but not limited to set up, on-site management, staffing, security and all associated costs.

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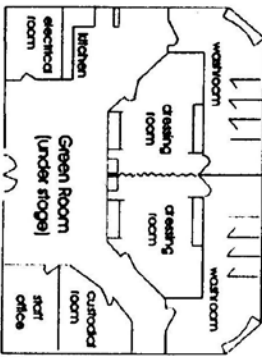
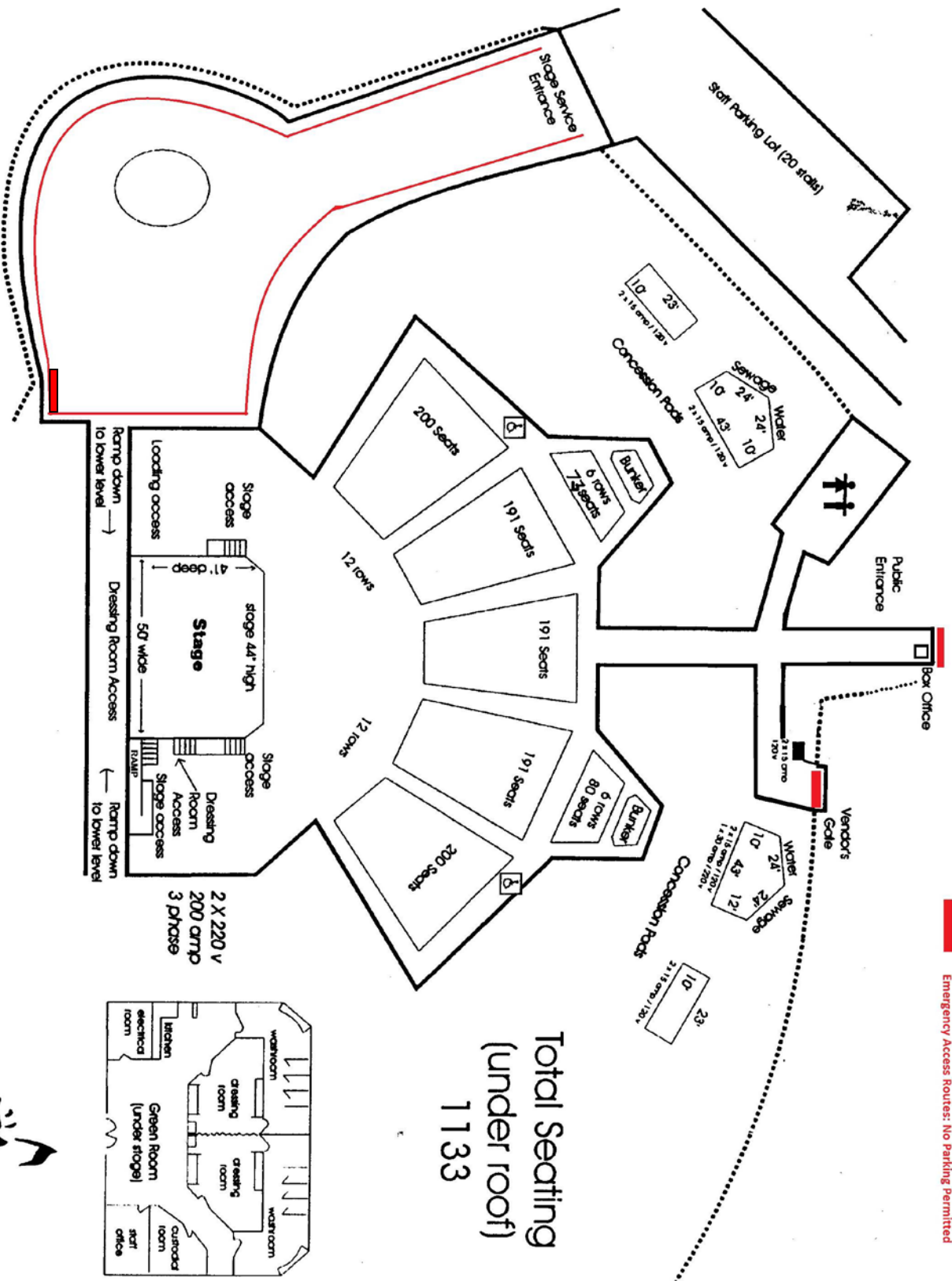
Any damage to the turf will be charged back to the Renter.



Amphitheatre Boundaries

- Rental of the Amphitheatre provides the renter access to the amphitheatre grounds within the fenced area, the adjacent parking lot and the ability to erect one tent outside the main gates and a bicycle lock up along the west side of the amphitheatre service road. (please refer to diagram above).
- No other tents, temporary structures or infrastructure is permitted outside the set boundaries of the Heritage Amphitheatre.

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PRODUCTION

Truss

- Motorized 2-tonne capacity sound/lighting truss – Arco-Fab 3020

Lights

- The Amphitheatre maintains a basic light plot – six (6) PAR can stage lighting instruments on non-dim circuits.

Sound

- The Heritage Amphitheatre does not have an in house sound system. It is the Renters responsibility to secure a sound company to service the event at no cost to The City of Edmonton.
- There are sound limitations. See page 13 for limits.

Stage Electrical

- Main Service: 400 amp – 3 phase 120/220V
- Rear Stage 100 amp RV panel: 1 x 50 amp range outlet 4 x 15 amp 120 V outlets
- Stage Left (on stage) 100 amp RV panel: 1 X 50 amp range outlet 4 X 15 amp 120 V outlets
- Stage Right (off stage) 100 amp RV panel: 1 X 50 amp range outlet 4 X 15 amp 120 V outlets

Internet & Telephone:

- Each bunker has three low speed DSL internet connections (port numbers #1,2,3,5,6,7)
- The SR bunker has two phone connections, the SL bunker has one phone connection. Each connection has a distinct phone number (for ATMs, etc..).

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Facility Rental Information

- Groups are responsible for any damages to the facility including but not limited to stage, facility, or turf inside or outside the Amphitheatre as a result of the set-up, delivery and strike of the event/festival.
- Any items left on site overnight are at the risk of the group. There is no overnight security provided.
- All users of the Heritage Amphitheatre are required to complete a pre and post site inspection check with the Amphitheatre Coordinator at the beginning and end of their rental period.

FEES

- All rental fees include GST and are based on a minimum **three (3)** hour rental. Per day of rental, the cost for booking the Amphitheatre shall not exceed a **ten (10)** hour charge. The 2016 rental fee is **\$144.05 per hour**.
- Rental fees are charged from the time the group is given access to the Heritage Amphitheatre to the time the group leaves the facility (including set-up, takedown, and/or clean up). Fees include the dates of set up and strike at the standard hourly or daily rates as listed above.

SERVICES INCLUDED IN THE FACILITY RENTAL FEES

- Facility staff to provide support to event organizers in the areas of facility operations, liaising with city services (as required), public safety on behalf of the facility, facility equipment and facility maintenance.
- Parking/Vehicle access passes (up to 15) - must be requested; for adjacent parking lot only, not for main William Hawrelak Parking lot. Amphitheatre Coordinator to provide parking passes upon request.
- Use of Green room, upper east and upper west vending pads, public washrooms, two bunkers, stage & seating.
- One pre-event site meeting is included in your facility rental fee. Should you require additional access to the facility before or after your event, please schedule with the Amphitheatre Coordinator.
- Use of 12 (6 foot) tables, 8 picnic tables located on site.
- Access to power and water included in rental fees.

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SERVICES NOT INCLUDED IN THE FACILITY RENTAL

City of Edmonton Civic Services – Additional Costs apply if required

- Custodial services will be an additional charge for all larger events (1500+ attendees). Two custodial staff will be on site dedicated to maintaining the washrooms and green room for the full duration of the event, not including set up or strike.
- Facility clean up – If required, additional charges will apply.
- Waste management crews are required for major events to manage waste and recycling collection and disposal on site, if requested to be provided by the City of Edmonton, additional charges will apply.
- Utility connection requiring services of plumber or electrician – Must be performed by City of Edmonton staff and scheduled by the Amphitheatre Coordinator.
- Potential City of Edmonton Permits required:
 - Vending, Noise, Festival (business & vending), Sustainable Development building, permission to park on parkland.
- Potential City of Edmonton Civic Services
 - Traffic operations signage or equipment (barricades etc.)
 - Parks operations services or equipment
 - Edmonton Transit
 - Police services
 - Vending permits
 - Fire inspections/services

NOTE: Fees subject to change. Any extra staff, equipment, or technicians will be charged to the group.

Services not provided by the City of Edmonton:

Responsibility of Event Organizer to secure at no cost to the City of Edmonton

- Security and policing
- Ushers, cashiers, volunteers
- Parking attendants, bike lock up barricades or fencing, bike lock up attendants
- Fencing or fencing installation
- Tents or Tent installation
- Production Services (i.e. sound and lighting needs)
- Food and liquor vendors

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BYLAWS AND PERMITS

- The Heritage Amphitheatre is a Non Smoking facility.
- Sales or distribution of food, services or goods require permission and a special permit from the City (see page 14)
- Consumption of liquor in the Heritage Amphitheatre is prohibited unless permission to obtain a permit is granted by the City (see page 16).
- Tents may require a building permit from the City of Edmonton Sustainable Development Department (see Tent Placement Information).
- If your event plays or produces live or recorded music, **a license may be required from SOCAN** (Society of Composers, Authors and Music Producers of Canada.) Contact the local representative at 780-439-9049. Wedding ceremonies are exempt, although wedding receptions are not. The licence fee for concerts depends on whether admission is charged. For paid admission, the fee is 3% of gross ticket sales. For free admission, the fee is 3% of what is paid to the performing artists. A minimum licence fee of \$35 per concert applies to both paid and free admission events (subject to change by SOCAN)
- Placement of signage, decoration or directional aids in the Heritage Amphitheatre or in William Hawrelak Park must be approved prior to the event. All signage and directional aids must be removed following the event.
- Pets are not permitted in the Heritage Amphitheatre or in William Hawrelak Park.

TENT PLACEMENT

- Please let the Amphitheatre Coordinator know if you will have any tents for your event, what the size(s) are, when they will be set up, where they will be located, etc. This is critical information as a permit may be required for the temporary structure(s).
- If required, the event organizer will need to submit a development permit application to Sustainable Development at least 1 month prior to the event with all required documents for temporary structures including, but not limited to, tents, stages, built structures. The Amphitheatre Coordinator will provide the application for you to apply for this permit and guide event organizers through this process.
- Any stakes longer than six (6) inches, are not recommended within William Hawrelak Park and the Heritage Amphitheatre. Depending on the placement of the tents, users may be required to have utility line locates performed to mitigate the risk of striking a utility line.
- All tents and other structures *should* be weighted. Possible weights may include concrete blocks, sandbags, water barrels, or other suitable weights. The use of a forklift to place tent weighting system is permissible on the condition the forklift is operating on turf specific tires. (any turf repair costs incurred due to damage of the turf as a result of the event will be the responsibility of the Renter.

BARRIERS AND FENCING

- If you require fencing or barriers for your event for licensed areas or other purposes, it is the responsibility of the event organizer to schedule fencing to be delivered, erected and removed for the event.
- Fencing materials, set-up and removal is not included with the facility rental and is the responsibility of the Renter including all associated costs.



FILMING AND PHOTOGRAPHY

Commercial Filming

- Need permission from City of Edmonton and will be written into the License Agreement.
- Must show proof of insurance.
- Need Location Release (Request contact info from Amphitheatre Coordinator.)

Commercial Photography

- Need permission from City of Edmonton and will be written into the License Agreement.
- Current Business License.
- Must show Proof of Insurance.
- Vending Permit (Request contact info from Amphitheatre Coordinator.)

Private Photography

- On a case-by-case basis.
- News Stations require business a license and insurance.

SOUND LEVELS

- Sound Systems can be utilized in the Heritage Amphitheatre but must be approved in advance by the Amphitheatre Coordinator.
- Groups presenting major music events and festivals should ask the Amphitheatre Coordinator for the Noise Bylaw waiver application to submit a minimum 1 month prior to event/festival.
- Even with a waiver, Community Services is committed to managing sound levels emanating from the Amphitheatre and being a good neighbour to adjacent communities. To achieve this, groups are expected to operate within the following regulations:
 - Music or entertainment must not begin before **7:00 AM** (*including* sound checks) or extend beyond **10:00 PM**.
 - Events will be subject to sound monitoring administered by industry standard equipment and techniques. The acceptable sound level, averaging readings over 15 minutes, is **85 dba** measured at the **Amphitheatre main audience entrance** and **65 dba** measured from the **top of Groat Road**. (Just north of the intersection of Groat Road and 87 Avenue.) These levels have been set by Municipal Enforcement in conjunction with the City of Edmonton Civic Events office.
 - Bylaw specifies lowered sound levels **after 10:00pm**, if your event runs late please be aware sound levels will need to be lowered and cannot exceed **65 dba** at the **Amphitheatre main audience entrance**.
 - During the performance, Amphitheatre staff and/or Municipal Enforcement *will* measure sound at the Amphitheatre exterior gates, and the top of Groat Road (south). Measurements will occur at least once per 1hr-1.5hrs.
 - Please be aware of how weather conditions impact sound for the neighbourhoods around us. Overcast, windy, cloudy days are most problematic as sound travels with the wind to homes and will also bounce off of low clouds. Even if sounds are below the above levels amphitheatre staff will use discretion on whether the sound volume is too high for given conditions.
 - Bass frequencies are sometimes louder at the back of the house and farther from the Amphitheatre than at the console position. The acoustic horn shape of the amphitheatre structure has a tendency to emphasize bass frequencies especially on the south slope.



If you're using subwoofers please be aware of their direction with the wind, and place them facing into the wind if possible, but never facing southwest.

- Please resist the urge to pump up the volume for the final act of the evening. This is often the 'straw that breaks the camel's back' of noise complaints The City of Edmonton receives.

If Sound Exceeds Limits –

- Amphitheatre staff will give two (2) warnings for each infraction.
- If a third (3) warning has to be issued for an infraction the group will be asked to turn off all music, if that does not comply power may be turned off to the sound equipment.
- The City retains the right to change these protocols as necessary.

Failure to comply with the regulations may result in termination of music or entertainment for the event and/or negatively effect future bookings.

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3. CONCESSIONS AND VENDING GUIDELINES

If you intend to sell, display or distribute any food, goods or services at your event a vending license is required through the City's Street Vending Coordinator. The Amphitheatre Coordinator will act as liaison with the Street Vending Coordinator and the Event Organizer.

For Private Functions at the Heritage Amphitheatre

Private Functions are events that are not open to the general public, and/or where food is not sold to your patrons.

If you are providing food for the attendees of your private function, at no cost, then you will not be required to obtain an **Alberta Health Services (AHS) Permit**. However, it is required that you register your event with the Alberta Health Services. The Alberta Health Services application should be returned to the Environmental Health Office. You can contact AHS at 780-735-1800 and fax applications to 780-444-6784.

For Public Events at the Heritage Amphitheatre

- Groups may contract out their vending needs to external vendors (including restaurants and organizations). However, once contracted, festival organizers are responsible for costs associated with obtaining the appropriate vending permit(s).
 - Groups may operate their own food vending provided they have requested to do so in writing to the Heritage Amphitheatre Coordinator – see below for details on how to obtain a Street Vending Permit:
 - Letter of permission from the City of Edmonton must be obtained to sell food or goods and services on City Parkland Properties.
 - The owners of any vending units must obtain Comprehensive Public Liability Insurance of 2 million dollars.
 - Any vending units must be inspected and approved by the Health Inspector from the Alberta Health Services * (Health Permit) and Edmonton Fire Rescue Services.
- <https://share.ahsnet.ca/teams/ppph/EPH/publicresources/SitePages/Home.aspx>
- A Street Vending Permit is issued by the City of Edmonton Street Vending Coordinator once all of the above **three documents** have been obtained.

***NOTE:** If selling any food items to the general public it is required that you register your event with Alberta Health Services.

- If you sell the following Food Products you will not require a permit from AHS:
 - Pop, juice, milk in individual pre-packaged containers (recyclable preferred)
 - Bottled water, coffee, tea, hot chocolate, individual pre-packaged soup
 - Doughnuts or pastry items that do not contain cream fillings (non-perishable)
 - Individually pre-packaged cookies and snack items such as chips and/or candy and Whole fruit – washed

****NOTE:** There is a fee for obtaining the Street Vending Permit which will be added to the facility rental fee. User Groups are responsible for paying the Vending Permit fee for their event

Vendor Load Out cannot begin until at least
ONE hour after event has been completed to allow for safe spectator egress.

Initials _____



LIQUOR REGULATIONS AND LICENSING

Alberta Gaming & Liquor Commission (AGLC) recommends contacting them as soon as you start planning your event to inform them of the event and intention to apply to sell liquor at the event. This is to ensure that your request for a liquor license is processed in a timely manner. You do not need to wait for your liquor permission letter from the City to make initial contact with the AGLC.

Rental groups wanting to serve liquor at their event **must** obtain a Special Events License, which restricts the sale and consumption of liquor to a designated area. This permit is the financial responsibility of the Renter. Any other materials that are needed such as fencing/barriers, coolers, tables, cash boxes and/or tents will be the responsibility of the rental group. It is also possible to license the entire venue.

Obtaining a Liquor License

Renters wishing to provide alcoholic beverages at their function is required to obtain the following:

1. A letter from The City of Edmonton granting permission to sell liquor at your event, approval is granted from the following groups: Civic Events (Property owner), Edmonton Police Services and Edmonton Fire Rescue Services. Please request this letter upon booking or no later than 90 days prior to the rental date.

In order to receive this letter of approval, a festival management plan with liquor service area dimensions, proposed hours of operation and consumption, security plan and liquor service management plan must be submitted. First time groups are not guaranteed a letter of approval. This is the same documentation required to be submitted to AGLC to obtain the liquor license.

2. A liquor license from the Alberta Gaming and Liquor Commission (AGLC). A Public Resale licence is required for any event (regardless of the location) when members of the general public are to be in attendance. Similarly, a private licence is for any event (regardless of location) where the event is only open to “members and their invited guests”.

PLEASE NOTE: The cost of a Public Resale – Community (non profit organization) licence is dependent upon liquor purchased (not sold) for the event, and can range from \$50 to \$200 a day. The cost of a Public Resale – Commercial (Companies and Individuals) licence is \$500.00 regardless of liquor purchased and length of event as provided by AGLC.

Guidelines Summary

- Liquor services may occur between the hours of 10:00 AM to 9:30 PM with consumption until 10:30 PM. William Hawrelak Park gate closes at 11:00 PM so all patrons must be out of the park by 11:00 PM.
- Food service is required at all public licensed functions. For a private function, although the AGLC recommends food service, it is not required.
- The AGLC and the City of Edmonton require that anyone involved in that sale or service of liquor be certified with ProServe. ProServe may be contacted at 1-877-436-6336.
- Non-alcoholic beverages must be available.
- The license must be posted in a prominent location at the bar service area. All receipts for liquor purchased must be attached to the licence.
- Bring your own bottle (BYOB) events are not permitted. Homemade wine, beer or cider must not be served, consumed or allowed on the licensed premises.
- The licensee is responsible for the conduct of all those in attendance at the function
- The licensee is responsible to ensure that guest are not served to the point of intoxication
- Responsible supervision must be provided at the ratio of one (1) security guard per every fifty (50) guests in attendance, plus a security guard for each entrance and exit to the licensed area if a separate area is designated for alcohol consumption (i.e. beer gardens). Security guards cannot double as bartenders nor can they consume before or during duty.



- Should the designated main contact for the organization delivering the event or festival choose to partake in the consumption of alcohol, an alternate contact is required to be appointed to act as the main contact for Amphitheatre Coordinator and city staff for the remainder of that days event.
- No person under 18 years is to be served alcoholic beverages, or permitted to consume or handle alcoholic beverages. Minors may be employed as kitchen staff or food service staff however; they are not permitted to sell drink tickets or act as security.
- Spirits must be served by the individual drink. Also note, price specials may not be set for multiple orders (for example: two drinks for the price of one, three for one, etc.)

5. General Facility Information

Lost and Found

The Heritage Amphitheatre and staff are not responsible for the theft, loss or damage to any items left in the Amphitheatre. A Lost and Found booth is the responsibility of the event or festival organization. All abandoned, lost or unclaimed property will be disposed of at the discretion of the Amphitheatre Coordinator.

Amphitheatre Property

Property belonging to the Heritage Amphitheatre may not be removed from stage, green room, dressing room or offices. If re-arrangement of furniture is required, please confirm with Amphitheatre Coordinator. All furniture and equipment is required to be returned to its original position following the event.

Animals

Animals and pets are not allowed within the venue except service animals that work with people with disabilities.

Balloons

No balloons of any type may be released or used within the venue or park area as per Bylaw 2202. If you require this for an event please seek permission from the Amphitheatre Coordinator, who will obtain the necessary approval from the City of Edmonton (approval is not guaranteed).

Banner and signage

- Banner placement is allowed pending approval from the Amphitheatre Coordinator. The Renter is responsible for set-up and take down including any materials required to hold banners in place.
- Signs or lights may not be hung from park trees.

Site Inspections

A pre and post facility and turf inspection, with detailed photos, will be completed with the Renter and Amphitheatre Coordinator and the inspection form must be signed by the license and coordinator.

Load-In/Load-Out

- Move-in times are scheduled based on Renter's requested booking times and stated on the "**City of Edmonton License**". The Renter is responsible for setting up, and cleaning up after their respective event.
- Vendors are required to wait at least one hour after event closes to load out. Vendor parking is the responsibility of the event organizers.

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- Vendors must be made aware of parking restrictions (i.e. cannot park along grass or by Amphitheatre front gates for unloading/loading during festival hours).
- City of Edmonton staff is not available to assist with loading or unloading event equipment or materials.
- Rental fees include the dates of load in and load out at the standard hourly or daily rates.

Waste Removal

The Renter is responsible for the cost of providing sufficient waste and recycling dumpsters based on the anticipated number of event attendees. Renter is responsible for removing garbage and recycling on the site during and after the event to the large bins located outside the service gate at the Amphitheatre.

First Aid and Emergency Medical Services

On-site emergency medical support is the responsibility of the event Renter including proper ratios as determined by Alberta Health Services and other applicable emergency services (i.e. Fire and Police)

General Safety Requirements

- Sidewalks, passageways, halls, stairways, seating and exits may not be obstructed by any object or person. This applies to the passageways in the audience leading from the seating up to the stage.
- Safety and security management plan is required by the festival or event.

Fire Safety

- No open flames permitted.
- No sky lanterns permitted.
- Loading areas are to be kept free of any debris as per Edmonton Fire Services.
- Fire lanes and emergency exits must remain accessible at all times including parking circle within the Amphitheatre.

The City of Edmonton will only confirm booking requests upon receipt of the following acknowledgement:

I am an authorized representative of _____ (organization).

As indicated by my initials on each page and my signature below, I have read and understand the information and I agree to the terms and conditions outlined in this Heritage Amphitheatre User Guide – 2016.

Signature: _____

Date: _____

Name: _____

Title: _____

Initials _____

