

# HERITAGE AMPHITHEATRE USER GUIDE





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# Heritage Amphitheatre

## USER GUIDE

The logo for the City of Edmonton, featuring the word "Edmonton" in white text on a blue square background with a white border.

### About the Heritage Amphitheatre:

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 Freewill Shakespeare Festival, Interstellar Rodeo, Edmonton Rock Music Festival, Edmonton Blues Festival, and Symphony Under the Sky. Each year over 50,000 visitors enjoy the unique, natural and cultural setting this facility offers. The Amphitheatre season runs June to September.

#### FOR BOOKINGS & INFORMATION CONTACT:

Facility & Program Coordinator  
Civic Events and Festivals, Citizen Services, City of Edmonton  
100 - Main Floor, City Hall  
1 Sir Winston Churchill Square NW  
Edmonton, AB, T5J 2R7

PHONE: 780-944-7745

EMAIL: [amphitheatre@edmonton.ca](mailto:amphitheatre@edmonton.ca)



## 1.0 FACILITY BOOKING AND RENTAL INFORMATION

### 1.1 Booking the Heritage Amphitheatre

To book the facility, please visit the City of Edmonton website and submit an online application form. The application form can be found at:

[https://www.edmonton.ca/attractions\\_events/rentals\\_event\\_planning/event-application.aspx](https://www.edmonton.ca/attractions_events/rentals_event_planning/event-application.aspx)

Please note:

- When submitting the online event application, include as much information as possible including: type of event, date, times (set-up, event time, take-down and clean-up), sound requirements, vending/concession, liquor, etc.
- A rental deposit may be required. If so, it must be received by the City of Edmonton Citizen 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 rental deposit if required, is non-refundable.*
- After the event application has been reviewed and accepted, a “Confirmation of Use” will be drafted and sent via email. This should be reviewed, signed and returned with proof of \$2 million liability insurance with the City of Edmonton listed as an additional insured.
- Upon receipt of deposit; a signed copy of the Confirmation of Use; and this User Guide, event date is deemed as “confirmed”. Cost estimates will be provided during the planning phase. Remaining rental fees and any additional services required for event will be invoiced after the event.
- An emergency procedures plan and festival/event plan including site map and details regarding volunteers, barriers, safety and first aid, security, police, and fire will be required.
- Closer to the event, a “City of Edmonton License” which confirms the details of the event, will be provided. Please sign and return to the Facility Coordinator prior to event date. Once executed, an electronic copy will be returned to you.

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 2017 events

### 1.2 Payment

Full rental fees and any additional services required during or after the event will be invoiced to the licensee within eight weeks of the completion of the 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 Edmonton Tower - 2nd Floor (10111 - 104 Ave NW). MasterCard, Visa, American Express, Cash, Cheque, and Debit Card payments accepted at this location.
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". The Rental License number or Invoice number must be referenced on the payment.

**Heritage Amphitheatre  
City of Edmonton  
2nd Floor, Edmonton Tower  
10111 104 Avenue NW  
Edmonton, Alberta, T5J 0J4**

### 1.3 Cancellation Policy

To cancel a booking, please notify the Facility Coordinator as soon as possible. *The rental deposit is non-refundable.*

Customers may cancel or reduce the term of their event by providing the City of Edmonton with written notice at least 14 days prior to the booking date. The customer shall receive a full or prorated refund of any rental fees paid to the City (not including the non-refundable deposit) for their event. There is a cancellation fee of 5% of the rental fee.

If the customer fails to provide the City with written notice at least 14 days prior to the Booking Date, full Rental Fees will be charged.

### 1.4 Facility Rental 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 2017 rental fee is \$154.28 per hour or \$1542.80 per day.

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.

### 1.5 Services Included in 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 16) - must be requested; for adjacent parking lot only, not for main William Hawrelak Parking lot. Facility 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 Facility Coordinator.
- Use of 8 (6 foot) tables, 12 picnic tables located on site.
- Access to power and water.

### 1.6 Services NOT Included in Rental Fees

- Post-event facility cleanup or maintenance. This will be determined by the Facility Coordinator based on pre and post site inspection reports.
- Waste Management crews are required for major events for waste and recycling collection and disposal. If requested, they can be provided by the City of Edmonton at an additional charge.
- Utility connections requiring the services of a plumber or electrician must be performed by City of Edmonton staff and scheduled by the Facility Coordinator.
- Potential City of Edmonton Permits:
  - Vending, Noise
  - Festival (business & vending)
  - Sustainable Development (building, structures)
  - Permission to Park on parkland.
- City of Edmonton Civic Services
  - Traffic operations signage or equipment (barricades etc.)
  - Parks operations services or equipment
  - Edmonton Transit
  - Police services
  - Fire inspections/services
- Other services (not provided by 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

### 1.7 Other Rental Information

Groups are responsible for any damages to the facility, including but not limited to stage, fencing, washrooms, windscreens, Green room, bunkers, storage sheds and/or turf inside or outside the Amphitheatre as a result of the set-up, delivery and strike of the event/festival.

Custodial services are an additional charge for all large events (1500+ attendees). One custodian of each gender will be contracted by the City of Edmonton to maintain the public washrooms and green room washrooms. Custodians will be scheduled for the duration of the event plus one hour after the event ends. Additional time on-site may be requested by the User Group.

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 with the Facility Coordinator at the beginning and end of their rental period.

## 2.0 FACILITY SPECIFICATIONS

### 2.1 Stage, Audience and Bunker Structure

#### Stage and Canopy

- 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 and greenroom entrance.

#### 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 3 DSL internet connections each.
  - 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.

## 2.2 Parking and 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 in William Hawrelak Park may be reserved at the discretion of the Facility Coordinator. The festival/event organizers are responsible for managing and allocating these reserved parking stalls.

### Festival/Event Staff Parking

- Adjacent to the facility there is a small parking lot where 16 stalls are available for festival/event staff and/or performers. In this lot, 5 stalls are to be 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 clearly display the parking permit provided by the Facility Coordinator.
- Festival/event organizers are responsible for managing and the allocating the 16 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 Facility 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 at any time.

### 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 to be stationary in this location during Festival operations as this is an emergency access route.

### Bike Lock-Up

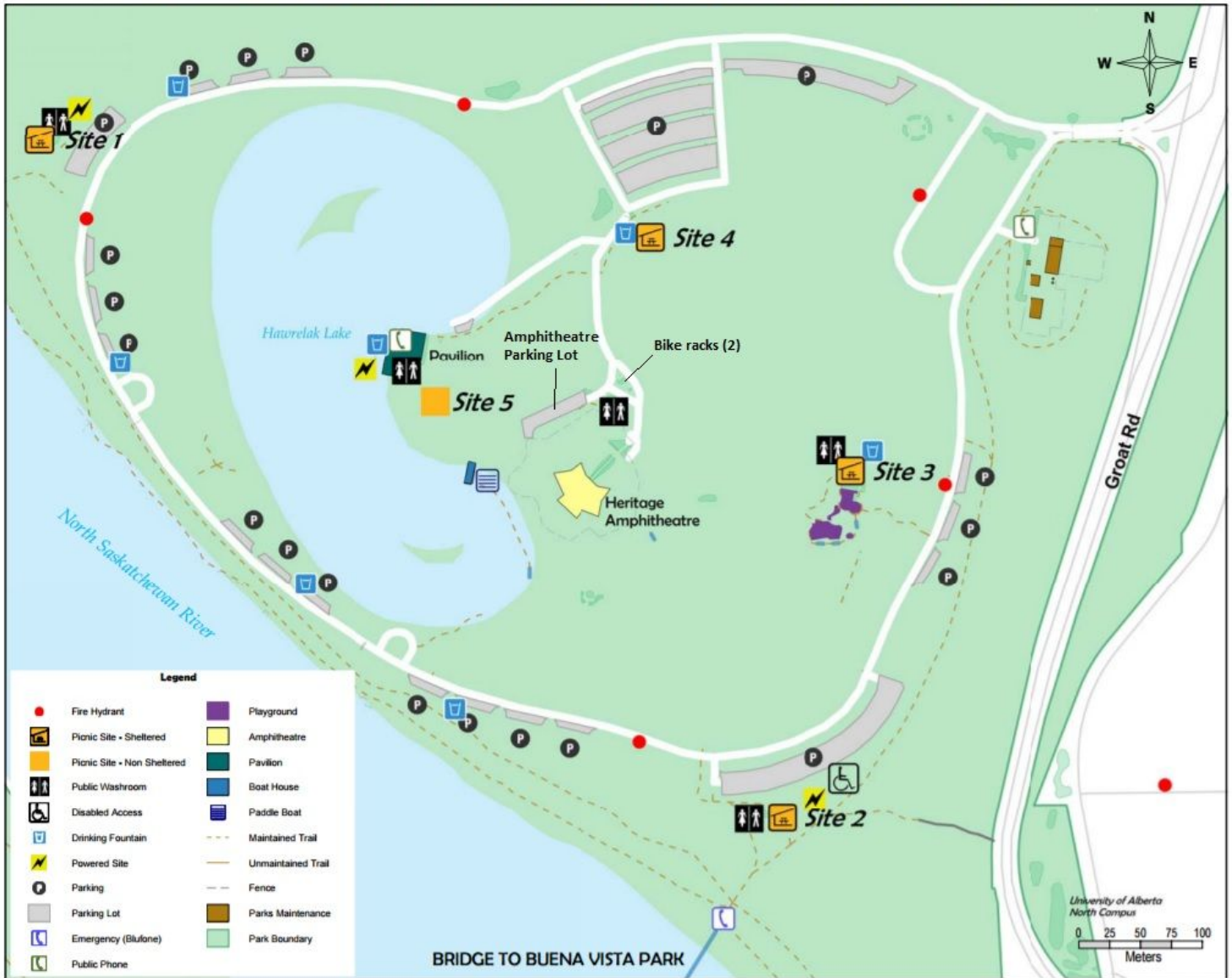
- If a bike lock up is required for event attendees, the designated location for the lock up is on the west side of the service road that connects the main parking lot to the Amphitheatre parking lot. Please refer to map below.
- The Bike Lock-up is the responsibility of the user group including but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

### Amphitheatre Boundaries

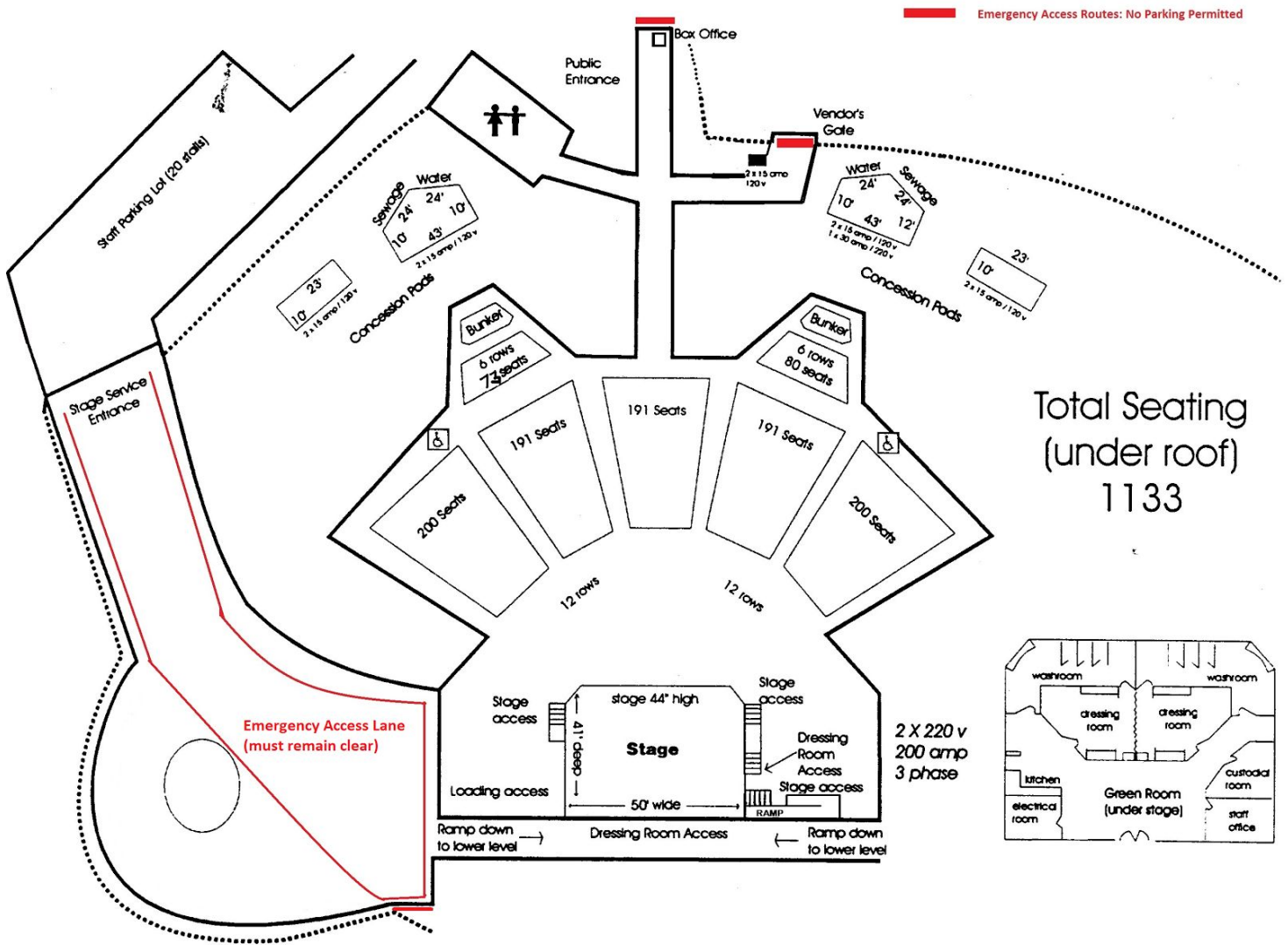
- Rental of the Amphitheatre provides the licensee access to the Amphitheatre grounds within the fenced area, the adjacent parking lot and the ability to erect a tent outside the main gates and a bicycle lock up along the west side of the amphitheatre service road. (please refer to diagram below).
-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

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## WILLIAM HAWRELAK PARK - 9330 GROAT ROAD NW



# Heritage Amphitheatre USER GUIDE



Total Seating  
(under roof)  
1133

## Heritage Amphitheatre



### 2.3 Production

#### Truss

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

#### Lights & Sound

- The Amphitheatre maintains a basic light plot – six (6) PAR can stage lighting instruments on non-dim circuits.
- The Heritage Amphitheatre does not have an in house sound system. It is the licensee’s responsibility to hire a sound company to service the event at no cost to the City of Edmonton.
- There are sound limitations. See Sound Levels 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...).

### 3.0 PERMIT GUIDELINES

#### 3.1 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 Concession Guidelines.
- Consumption of liquor in the Heritage Amphitheatre is prohibited unless permission to obtain a permit is granted by the City. See Liquor Permits.
- 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.

#### 3.2 Tent Placement

- Please let the Facility 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 Facility 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 to be used 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 licensee.

### 3.3 Barriers and Fencing

- If fencing or barriers are required for the event, it is the responsibility of the event organizer to source, schedule delivery, erected and remove. All costs associated with necessary barriers/fencing are the responsibility of the licensee.

### 3.4 Filming and Photography

#### Commercial Filming

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

#### Private Photography

- Permission granted on a case-by-case basis.
- News stations require a business license and insurance.

### 3.5 Sound Levels

Sound systems can be utilized in the Heritage Amphitheatre but must be approved in advance by the Facility Coordinator.

Groups presenting major music events and festivals should ask the Facility Coordinator for the Noise Bylaw waiver application to submit a minimum 1 month prior to event/festival.

Even with a waiver, Citizen Services is committed to managing sound levels emanating from the Amphitheatre and being a good neighbour to adjacent communities. 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 Officers will measure sound at the Amphitheatre exterior gates, three equidistant points around Hawrelak Park 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 using subwoofers please be aware of their direction, placing them facing into the wind if possible, but never facing southwest.

- Please resist the urge to increase the volume for the final act of the evening. This is often when the majority of noise complaints occur.

### **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 not complied with, 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 affect future bookings.



### 4.0 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 Facility Coordinator will act as liaison with the Street Vending Coordinator and the Event Organizer.

#### 4.1 Private Functions

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

If providing food for attendees of a private function, at no cost, then there is no requirement to obtain an Alberta Health Services (AHS) Permit. However, it is required that the event is registered with the Alberta Health Services. The Alberta Health Services application should be returned to the Environmental Health Office. Contact AHS at 780-735-1800 and fax applications to 780-444-6784.

#### 4.2 Public Functions

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 Facility 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.
- A 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
- Whole fruit – washed

**\*NOTE:** There is a fee for obtaining the Street Vending Permit which will be added to the facility rental fee.

### 4.3 Liquor Regulations and Licensing

Alberta Gaming & Liquor Commission (AGLC) recommends contacting them as soon as event planning begins if there is the intent to sell liquor at the event. This is to ensure that the request for a liquor license is processed in a timely manner. Licensee's do not need to wait for the 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 Liquor License, which restricts the sale and consumption of liquor to a designated area. This permit is the financial responsibility of the licensee. 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.

#### How to obtain a Liquor License

1. Request a letter from The City of Edmonton granting permission to sell liquor at event. Approval is granted from the following groups: Civic Events and Festivals (Property owner), Edmonton Police Services and Edmonton Fire Rescue Services. Please request upon booking or no later than 90 days prior to the rental date.
2. 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.
3. 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".



### 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 will 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 guests 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.
- The Festival's main point(s) of contact as identified by the event producer must adhere to a strict zero-tolerance alcohol policy prior to or while on duty.
- The festival's main point(s) of contact as identified by the event producer must adhere to a strict zero-tolerance alcohol policy prior to or while on duty.
- 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.

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- Price specials may not be set for multiple orders (for example: two drinks for the price of one, three for one, etc.)

### 5.0 GENERAL FACILITY INFORMATION

#### 5.1 **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/festival organization. All abandoned, lost or unclaimed property will be disposed of at the discretion of the Facility Coordinator.

#### 5.2 **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 Facility Coordinator. All furniture and equipment is required to be returned to its original position following the event.

#### 5.3 **Animals**

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

#### 5.4 **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 Facility Coordinator, who will obtain the necessary approval from the City of Edmonton (approval is not guaranteed).

#### 5.5 **Banner and Signage**

Banners and/or signage placement is allowed pending approval from the Facility Coordinator. The licensee is responsible for setup and takedown including any materials required to hold banners/signage in place.

Signs or lights may not be hung from park trees.

#### 5.6 **Site Inspections**

A pre and post, facility and turf inspection, with detailed photos, will be completed with the licensee and Facility Coordinator. This will be signed off by both the licensee and coordinator. The pre inspection must take place before the licensee receives the keys to the facility and moves any equipment/supplies into the space. The post-event site inspection will be completed only after all event equipment and structures have been removed from the space.

### 5.7 Load-In/Load-Out

- Move-in times are scheduled based on user group's requested booking times and stated on the "**City of Edmonton License**". The group is responsible for setting up and cleaning up after their respective event.
- Vendors are required to wait at least 30 minutes after event closes to load out. Vendor parking is the responsibility of the event organizers.
- 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 are not available to assist with loading or unloading event equipment or materials.
- Rental fees include the load in/out dates at the standard hourly or daily rates.

### 5.8 Waste Removal

The licensee is responsible for the cost of providing sufficient waste and recycling receptacles based on the anticipated number of event attendees. They are 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.

### 5.9 Safety Requirements

#### First Aid and Emergency Medical Services

On-site emergency medical support is the responsibility of the licensee including proper staff to attendee 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/event.
- If a thunderstorm with lightning occurs, City of Edmonton staff may, at their discretion, require an evacuation of the Amphitheatre at any time during the 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.



## ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

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 2017 Heritage Amphitheatre User Guide.

Signature:

Date:

Name (printed):

Title: