

## Picnic Packets

Upon payment of all applicable fees you will receive:

### By E-Mail\*\*:

#### YOUR PICNIC PERMIT

Please print this permit and take it with you to the park. This is proof of your reservation and **must be on-site during your event to be valid**

- PICNIC SITE MAP OF THE PARK
- FAQS

### Note:

Park staff will post reserved signage at your site half an hour prior to your event start time on the day of your picnic. This lets other park users know that you have reserved the area. A member of your group may wish to arrive 15 minutes prior to your event starting. Do not leave any items unattended

\*\*E-Reg users will not receive a picnic packet (unless additional services or special activities are added). The receipt acts as your picnic permit.



Victoria Park site #6

## Picnic, Gazebo, & Outdoor Tennis Court Reservations Office

14<sup>th</sup> floor CN Tower  
10004 104 Avenue Edmonton, AB  
T5J 2R7

Tel: (780)-423-7428

Fax: (780) 577-3527

E-mail: [picnicbookings@edmonton.ca](mailto:picnicbookings@edmonton.ca)

Hours: Monday-Friday 9:00am-4:00pm

## Liquor



It is unlawful to possess, use or consume liquor in any public area – including all City parks

## Sports fields



Fields can be reserved in conjunction with your picnic. League use takes precedence over picnic use, so there may be a limited number of fields/times available. Hourly usage fees apply. **Fields can be reserved after April 1, 2016**

## Barbecues



The use of self-contained barbecues is permitted provided that they are a minimum of 6 inches off the ground at placed 30 feet from any flammable materials. All charcoal must be extinguished and then disposed of in a BBQ pit; it is unlawful to dispose of coals anywhere else.

## Canopies/Tables/Equipment

The erection of structures such as archways, awnings or tents (up to 20 x 40') are allowed only on reserved sites, and you will be required to provide a Certificate of Insurance with at least \$2 million liability prior to the issuance of the license. Signage, decorations and directional aides must be approved by the Reservation office prior to being put up., and must be removed immediately following your picnic.

## Inclement Weather



City picnic sites are in an outdoor park setting and are subject to the weather. It is the permit holder's responsibility to ensure safety and well-being of their guests during their event.

We recommend you closely monitor the weather during your event and have plans in place in the event severe weather threatens the area.

- All requests to change or cancel prior to a weather emergency can be subject to the cancellation fees.
- Inclement weather refunds will be given in the event of significant precipitation (heavy rain, hail, sleet and snow). It is the permit holder's responsibility to contact the Bookings office to arrange a refund. Refunds will be granted on a case-by-case basis depending on historical data supplied by Environment Canada. Refunds will **NOT** be granted in the event of cold weather, strong winds, due to mosquitos, or Fire Bans.

## Garbage



The permit holder is responsible for ensuring all garbage has been collected and properly disposed of. Please bring extra garbage bags.

## Dogs & Pets



Dogs are not permitted within 10 meters of any picnic areas, playgrounds or sports fields. Dogs may be walked on trails only if they are on leash. All other pets are not permitted in any City park. Service animals are permitted

## Music



If you have a personal music player, please keep the sound at a level that is only audible within the boundaries of your reserved area (max 75 dB(A)). **DJs, bands and PA systems are not permitted.**

## Vehicles



A Vehicle Access Permit is required for all vehicles driven into designated park sites. Public roads and parking lots within the park are excluded. **Permits are issued for loading and unloading only. Vehicles cannot remain on site during the event.**

The vehicle access fee is \$45.00 per park site (max 3 vehicles)

## Power



Power Access is required to access the power at designated sites. It must be requested and paid for a minimum of 14 business days prior to your event. These sites can accommodate two (2) small appliances (coffee urn, personal music player). The power access fee is \$45.00 per park site

## Interactive Play Equipment

Interactive Play Equipment Approval is required for all play structures brought into designated sites. It must be requested, administrative fees paid, and written proof of 2 million liability coverage received a minimum of 14 business days prior to your event. **Dunk tanks, petting zoos, human hamster balls (Zorb balls), etc are not permitted**

## Catering/Food Vendors



Catering/Food Vendor Approval is required. It must be requested a minimum of 14 business days prior to your event. The caterer/vendor must have a current City of Edmonton business license, current Food Handling Permit and insurance.

## Picnic Site Reservations

Fees effective January 1, 2016



THE CITY OF  
**Edmonton**

## General Information

Many of Edmonton's parks have picnic tables available for use on a first-come, first-served basis. If you wish to guarantee a picnic site, please make a reservation in advance. For your convenience this brochure lists our designated picnic sites (available May 1 – October 10, 2016) and fees.

## Reservations

Please use the E-Reg website to check the **availability** of dates and sites. The chart to the right can be used to make your selections. Our picnic site maps are located on the Park web pages. All picnic site reservations must be made a minimum of 4 days in advance, are a minimum of 4 hours in length and can be booked from 8am to 10pm. Site capacity is based on the number of tables. Each table seats 6-8.

### Additional services

including; vehicle access, power, and interactive play equipment all have terms and conditions that must be met prior to their approval

Reservations may be made starting **Tuesday March 1, 2016** by:

- **E-Reg** Please ensure you have your login ID and pin number handy.
- **On-line** Application Form
- **Walk-in**

## Cancellations & Rescheduling Policy

**To reschedule:** submit a written request to the Bookings Office a minimum of 4 business days prior to the reservation date.

**To cancel:** submit a written request to the Bookings Office **16 or more days prior** to the reservation date to receive a full refund of all but a \$25 cancellation fee. No fees will be returned if cancellation is requested less than 16 days in advance.

Upon cancellation, the permit holder will delete or dispose of the cancelled/rescheduled permit as it is no longer valid.

\* If you are found using a cancelled permit you will be billed for the reservation.

## Chart Key

**Blue squares**=Canopied/ sheltered site

**I** = Interactive Play Equipment is permitted at this location. Terms of use & conditions apply

**V** = Vehicle Access is permitted at this location

**P** = Power is available at this location

**D** = Baseball diamond is included at this location

**NOTES:** Fee is per hour, & there is a 4 hour minimum for all sites.

Grey squares indicate that location is not available for reservation this year

Location		Site #1	Site #2	Site #3	Site #4	Site #5	Site #6	Site #7	Site #8	Site #9
<b>Borden</b> 7507 Borden Park Road	# Tables	4	4	6			4			
	Fee	\$28.70	\$28.70	\$28.70			\$28.70			
<b>Capilano</b> 10810 54 St	# Tables	12 P								
	Fee	\$37.45								
<b>Coronation</b> 11425 142 Street	# Tables	12	12	12						
	Fee	\$37.45	\$37.45	\$37.45						
<b>Emily Murphy</b> 11904 Emily Murphy Park Road	# Tables	12	4							
	Fee	\$37.45	\$28.70							
<b>Gold Bar</b> 10955 50 Street	# Tables	12	12	8	8					
	Fee	\$37.45	\$37.45	\$28.70	\$28.70					
<b>Government House</b> 9938 Groat Road	# Tables	8								
	Fee	\$28.70								
<b>Hermitage</b> 2115 Hermitage Road	# Tables	12								
	Fee	\$37.45								
<b>Jackie Parker</b> 4540 50 Street	# Tables					2	3	3	2	
	Fee					\$28.70	\$28.70	\$28.70	\$28.70	
<b>Rundle</b> 2909 113 Ave	# Tables	12	12	12 P	12 P	12 P	12			
	Fee	\$37.45	\$37.45	\$37.45	\$37.45	\$37.45	\$37.45			
<b>Sir Wilfrid Laurier</b> 13221 Buena Vista Road	# Tables	8 D	8	8	8	8	8	12 V I	12 V I	8 D
	Fee	\$37.45	\$28.70	\$28.70	\$28.70	\$28.70	\$28.70	\$37.45	\$37.45	\$37.45
<b>Victoria</b> 12130 River Valley Road	# Tables	8	12 V	6	8	8 V I	12 V I			
	Fee	\$28.70	\$37.45	\$28.70	\$28.70	\$28.70	\$37.45			
<b>Whitemud</b> 13204 Fox Drive	# Tables	8								
	Fee	\$28.70								
<b>William Hawrelak</b> 9330 Groat Road	# Tables	8 P V I	8 P	8	12 P					
	Fee	\$37.45	\$37.45	\$37.45	\$37.45					

## Inclement Weather

Inclement weather refunds will be given in the event of significant precipitation (heavy rain, hail, sleet and snow). It is the permit holder's responsibility to contact the Bookings office to arrange a refund after their event has been affected by inclement weather. Refunds will be granted on a case-by-case basis depending on historical data supplied by Environment Canada. Refunds will **NOT** be granted in the event of cold weather, strong winds, due to mosquitos, or Fire Bans.

## Fees & Payment

All fees are due at the time of booking. We accept cash, cheque, debit and credit (Visa, MasterCard or American Express only). Please make all cheques payable to the City of Edmonton.

- Picnic Site Usage Fee Per Hour (4 hr min): See chart above
- Athletic Field Usage Fee: Varied
- Vehicle Access Fee (where available): \$45.00/site max 3 vehicles\*
- Power fee (if using): \$45.00\*

\* Additional terms and conditions may apply