

Heritage Amphitheatre Edmonton, Alberta, Canada



Set in the heart of the beautiful river valley parks of Edmonton, Alberta, Canada, **The Heritage Amphitheatre** is an ideal venue for intimate, interactive events & 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 1,100 patrons in the safety of a permanent structure. Additional festival seating is available for 2,900 on attractively landscaped grassy slopes, for a comfortable capacity of 4,000 patrons.

Many of Edmonton's Festivals make the Heritage Amphitheatre home, including The Free Will Shakespeare Festival, The Labatt Blues Festival, the Symphony under the Sky Festival and Heritage Days. 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
Community Facility Services
Administration Building
Fort Edmonton Park
P.O. Box 2359
Edmonton, Alberta, T5J 2R7
PHONE: (780) 423-5066
EMAIL: amphitheatre@edmonton.ca

HERITAGE AMPHITHEATRE FEATURES

Stage & Structure

Wood-sprung 2,200 sq. ft. stage (50' W x 41' D). Back of stage surrounded by a windscreen on 3 sides. Soper Canopy on tensioned steel structure.

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 kitchen area with cupboards, sink, microwave and bar fridge.

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 1,133 patrons (including wheelchair seating in multiple locations.) Festival seating for 2,900 is available on attractively landscaped grassy slopes, for a comfortable capacity of 4,000 patrons.

Patron Washrooms

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

- Men's washroom with 8 stalls.
- Women's washroom with 11 stalls.

Both are wheelchair accessible and equipped with a baby change table.

Bunkers

Two lockable bunkers with shutter windows located at the rear of the fixed-seating area, Used for technical operations or merchandise vending and storage.

Vending Pads

Four concrete pads at the top of the audience area for food, beverage, and merchandise vending; each concrete pad has 2 x 15 amp 110V electrical outlets available and one has an additional 30 amp 220V outlet (Hubble connector). Two offer water supply and grey water disposal.

Parking

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 900 vehicles.

Staff Parking

15 stalls are available directly adjacent to the facility for staff and performers. Vehicles parked in these stalls must display their parking permit in the window. Request permits from the Amphitheatre Coordinator.

Production

Loading Area

Access to the loading area is from the staff parking lot, and can accommodate a semi-trailer directly to the stage-left side of the stage.

Truss

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

Lights

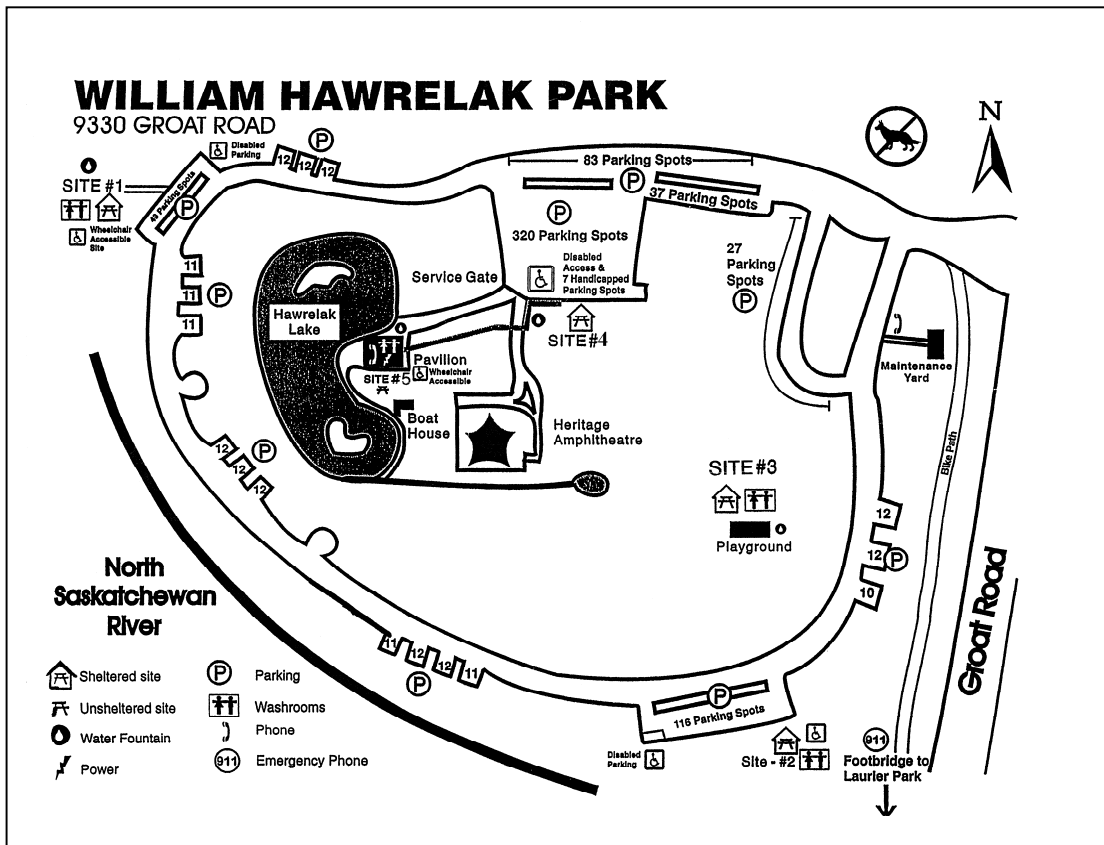
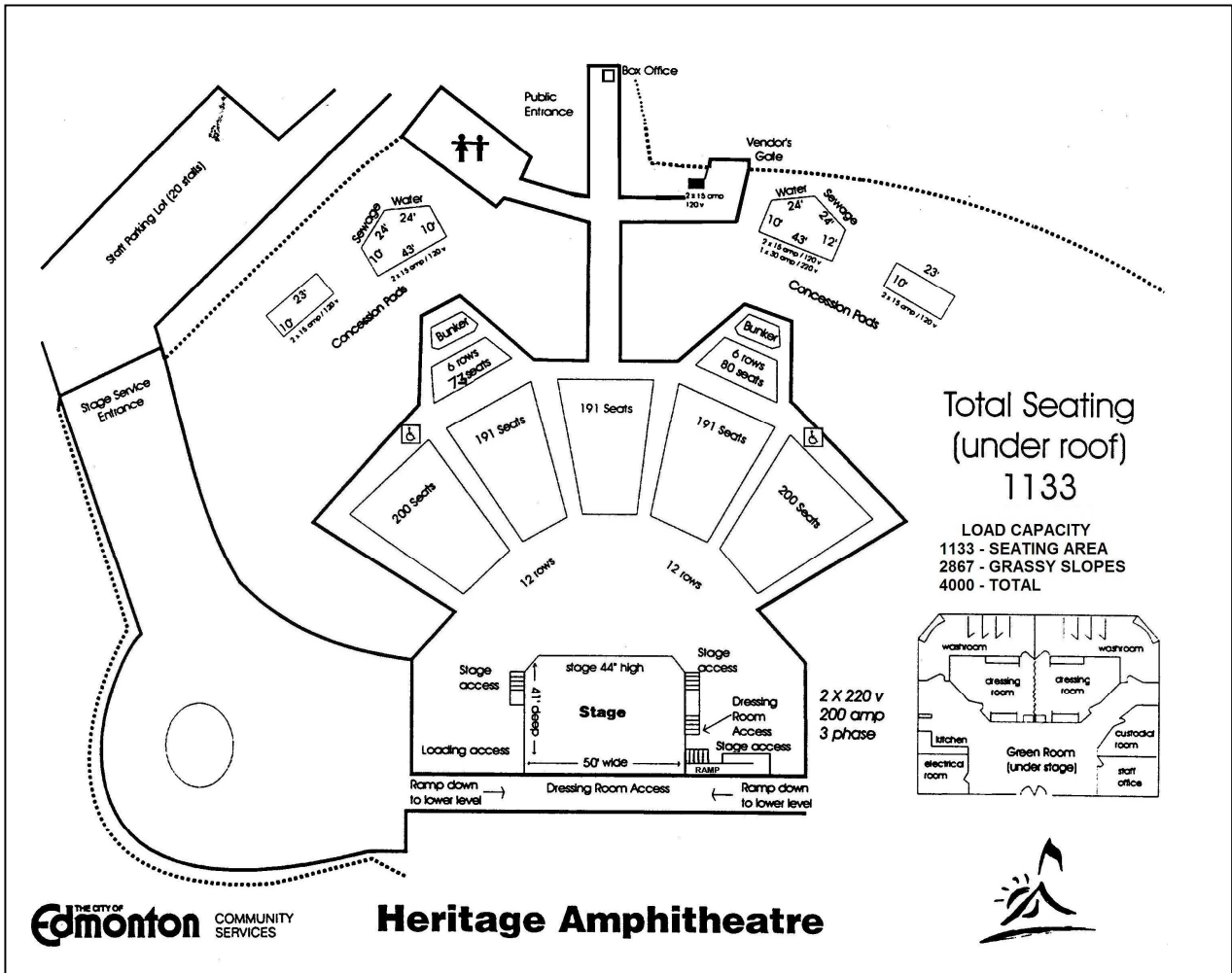
The Amphitheatre maintains a basic light plot – six (6) PAR can stage lighting instruments on non-dim circuits.

Sound

The Heritage Amphitheatre does not have a sound system for use. It is the client's responsibility to find a sound company to service the event. You can find a listing of sound companies in the Yellow Pages under Sound Systems & Equipment.

Electrical

Main Service	400 amp – 3 phase 120/220V	
	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



IMPORTANT FACILITY RENTAL INFORMATION

- A rental agreement must be completed and signed before the date of rental.
- All rental fees include GST and are based on a minimum three (3) hour rental.
- 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).
- The rental includes the services of up to two (2) staff. Depending on the complexity of the event and the anticipated audience, additional staff may be required (see Optional Services).
- The Amphitheatre Coordinator will determine the number of staff required to accommodate your event's needs to ensure that public safety and customer satisfaction are maintained.
- Groups are responsible for any damages to the stage, facility, or turf inside the Amphitheatre.
- You must obtain general liability insurance in an amount not less than \$2 million per occurrence for personal injury and/or property damage. Such a policy shall include coverage for Contractual Liability, Products and Completed Operations, and Independent Contractors. You shall provide additional insurance if this is deemed necessary by the City's Director of Risk Management. The certificate of insurance must be in the name of the host organization or sanctioning body.
- 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, Facility Access charges will apply.
- The Heritage Amphitheatre offers limited storage space. Groups wishing to drop off equipment in advance of their event will be subject to approval from the Amphitheatre Coordinator and equipment storage fees.
- All users of the Heritage Amphitheatre are required to complete a site check at the beginning and end of their rental period.

2012 FEE SCHEDULE

TIME	Regular Rate \$191.00 / hour	Registered Not For Profit Groups \$143.00 / hour
3 hours or less	\$573.00	\$429.00
4 hours	\$764.00	\$572.00
5 hours	\$955.00	\$715.00
6 hours	\$1146.00	\$858.00
7 hours	\$1337.00	\$1001.00
8 hours	\$1528.00	\$1144.00
9 hours	\$1719.00	\$1287.00
10 hours	\$1910.00	\$1430.00

OPTIONAL SERVICES SUBJECT TO AVAILABILITY:	FEES PER HOUR
Pre/Post Event Facility Access Fee	\$35.00/hour
Interior Fencing Fee	\$35.00/hour
Additional Staffing Per Booking (i.e. Event/Security/Parking Staff)	\$35.00/hour
Facility Cleaning Cost	\$180.00

Services included in the Facility Rental Fees:

- Facility supervision by competent and knowledgeable staff
- Public Parking, limited staff parking, and vehicle access to the Heritage Amphitheatre
- Liaison with other City of Edmonton departments
- Limited promotional assistance
- Consultation on staging and organizing your event
- A listing of approved food and drink vendors
- Men's and women's restroom access
- Use of 20 chairs, 5-6ft tables, and 20 picnic tables

Services NOT INCLUDED in Facility Rental Fees:

- Volunteer services (i.e. security, cashiers, ushers, gate crew)
- Production Services (i.e. sound and lighting needs).
- Internet Usage

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

BOOKING THE HERITAGE AMPHITHEATRE

1. Contact the Amphitheatre Coordinator (amphitheatre@edmonton.ca) for information and to check potential dates for your event.
2. Once an available date has been determined, fill in the Preliminary Event Application (page 9 of this document). 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. Once the proposal has been completed, submit it to the Amphitheatre Coordinator by post, email or fax.
3. The event proposal will be reviewed, and a City License will be drawn up for your event and sent to you by post, fax or email. Review and sign the City License and return it to the Amphitheatre Coordinator.
4. A rental deposit must be received by Edmonton Community Services before your event date can be confirmed. Tentative bookings are not reserved. The deposit is required to confirm your event date.
5. Upon receipt of your deposit, your event date is confirmed. The balance of your rental charges must be paid on the first day of the previous month prior to your booking date. Any additional services required on the event day will be invoiced to you after the event.

PAYMENT

Full payment of your facility rental charges must be received by The City of Edmonton Community Services prior to your event date. Any additional services required during or after the event will be invoiced to the User Group within thirty (30) days 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) **By Phone** to the Fort Edmonton Park front desk at (780) 496-7381, or by calling 3-1-1. Mastercard, Visa, and American Express only. Please have your rental number (listed at the top of the license) ready.
- 2) **In Person** at the 14th floor of the CN Tower, or the Fort Edmonton Park Administration front desk. MasterCard, Visa, American Express, Cash, Cheque, and Debit Card payments accepted at these locations.
- 3) **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 Facility Services
14th Floor CN Tower
10004 104 Avenue NW
P.O. Box 2359
Edmonton, Alberta, T5J 2R7**

CANCELLATION POLICY

If you need to cancel your booking you are required to notify the City of Edmonton Heritage Amphitheatre Coordinator as soon as possible. (amphitheatre@edmonton.ca)

The User Group may cancel or reduce the term of their event by providing the City with written notice at least sixteen (16) days in advance of the Booking Date. The User Group 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 User Group fails to provide the City with written notice at least sixteen (16) days prior to the Booking Date, the License Fee paid to the City will be non-refundable.

BYLAWS AND PERMITS

- The Heritage Amphitheatre is a No Smoking facility.
- Sales or distribution of food, services or goods requires permission and a special permit from the City. (See Page 7)
- Consumption of liquor in the Heritage Amphitheatre is prohibited unless permission to obtain a permit is granted by the City. (See Page 8)
- If your event uses live or recorded music, a license may be required from SOCAN (Society of Composers, Authors and Music Producers of Canada.) You can 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.
- Placement of signage, decoration or directional aids in the Heritage Amphitheatre or in 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.

SOUND LEVELS

- Sound Systems can be utilized in the Heritage Amphitheatre but must be approved in advance.
- Groups presenting major music events and festivals should ask the Heritage Amphitheatre Coordinator to apply for a Noise Bylaw waiver on their behalf.
- Notwithstanding a Noise Bylaw waiver, Community Services is committed to managing sound levels emanating from the Heritage Amphitheatre and being a good neighbour to adjacent communities. To achieve this, groups are expected to operate within the following guidelines:
 - Music or entertainment must not begin before 9:00 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 maximum acceptable sound level is 90 dB(A), measured at the Amphitheatre main audience entrance.
- Failure to comply with the guidelines may result in termination of music or entertainment for the event and/or negatively affect future bookings.

FILMING AND PHOTOGRAPHY

Commercial Filming

- Need permission from Amphitheatre Coordinator in the Contract.
- Must show proof of insurance.
- Need Location Release (Request contact info from Amphitheatre Coordinator.)

Commercial Photography

- Need permission from Amphitheatre Coordinator in the Contract.
- Current Business License.
- Must show Proof of Insurance.
- Vending Permit (Request contact info from Amphitheatre Coordinator.)

Private Photography

- Not as complicated. On a case-by-case basis.
- News Stations require business license and insurance.

CONCESSIONS AND VENDING GUIDELINES

If you intend to sell, display or distribute any food, goods or services at your event you must contact the City's Street Vending Coordinator at streetvending@edmonton.ca.

For Private Functions at the Heritage Amphitheatre

Private Functions are events that are not open to the general public, and 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 a Capital Health Permit. However it is required that you register your event with the Capital Health Authority. The Capital Health Authority application should be returned to the Environmental Health Office. For locations please call 413-7711 or fax to 444-6784.

For Public Events at the Heritage Amphitheatre

A) The City of Edmonton can arrange for vending at The Heritage Amphitheatre through the City Street Vending Program. In this case the User Group does not deal with the vendors at all. The vendors are charged for Street Vending Permit Fees directly by the City of Edmonton. Most 1st time or smaller events choose this option.

B) Groups may contract out their vending needs to external vendors (including restaurants and organizations). Groups are encouraged to use vendors who are involved in the City of Edmonton Street Vending Program. The list of vendors can be obtained from the Heritage Amphitheatre Coordinator. All vendors on this list have obtained necessary licenses and permits needed to operate on City of Edmonton Property. A Street Vending Permit is required for this option.

C) 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:

1. Letter of permission from the City of Edmonton must be obtained to sell food or goods and services on City Parkland Properties.
2. The owners of any vending units must obtain Comprehensive Public Liability Insurance of 2 million dollars.
3. Any vending units must be inspected and approved by the Health Inspector from the Capital Health Authority* (Health Permit).
4. 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 the Capital Health Authority. The Capital Health Authority application should be returned to the Environmental Health Office. For locations please call 413-7711 or fax to 444-6784.

If you sell the following Food Products you will not require a Health Permits:

- 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 license fee. User Groups are responsible for paying the Vending Permit fee for their event.

LIQUOR REGULATIONS & LICENSING

Rental groups wanting to serve liquor at their event must first 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 rental group. Any other materials that are needed such as coolers, tables, cash boxes and/or tents will be the responsibility of the rental group. There is a confined and controlled area on the left (south) of the main public entrance suitable for liquor sale and consumption that would accommodate a maximum of 1,300 persons. There is an additional charge of \$35/person/hour for establishment of this liquor service area. It is also possible to license the entire venue.

Obtaining a Liquor License

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

1. A letter from the Heritage Amphitheatre Coordinator granting permission to sell liquor at your event. Please request this letter upon booking or no later than 90 days prior to the rental date.
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”.
3. Permission from Edmonton Police Services, Edmonton Fire, etc. The Amphitheatre Coordinator will provide the necessary contact information.

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.

Guidelines Summary

Liquor services may occur between the hours of 10:00 AM to 9:30 PM with consumption until 10:00 PM. Hawrelak Park gate closes at 11:00 PM so all patrons must be out of the park by then.

Food service is required at all Public License functions. For a Private function, although the AGLC recommends food service, it is not required.

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 allowed.

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) supervisor per every fifty (50) guests in attendance, plus a supervisor for each entrance and exit to the licensed area. Supervisors cannot double as bartenders nor can they consume before or during 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.

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.)

The AGLC recommends that anyone involved in that sale or service of liquor be certified with ProServe. ProServe may be contacted at 1-877-436-6336.

If you require further information or have any questions regarding liquor licenses, please contact the Alberta Gaming and Liquor Commission at (ph) 780-447-8600 or (fax) 780-447-8911.



COMMUNITY
SERVICES

Heritage Amphitheatre Coordinator
amphitheatre@edmonton.ca
FAX: (780) 496 - 8797
Fort Edmonton Administration Building
P.O. Box 2359
Edmonton, AB T5J 2R7

HERITAGE AMPHITHEATRE – HAWRELAK PARK
PRELIMINARY EVENT APPLICATION

1. HOSTING ORGANIZATION / GROUP

*Organization Name (Will appear on City License):		
*Type of Organization: Profit <input type="checkbox"/> Registered Non Profit <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Key Contact Name (Will sign City License):		
Title:		
Address (Will appear on City License):		
City:	Province:	Postal Code:
Business Phone:	Ext:	Fax:
Cell Phone:	*Home Phone:	
Email:		

*NOTE: Organization Name not required for private events (e.g. wedding, family BBQ, etc.) Organizations are “profit” or “non-profit”, only private events are “not applicable” Home Phone number only required for private events.

2. EVENT INFORMATION

Name of Event:	
Date(s) Request:	Expected Attendance:
Start Time:	End Time:
<i>NOTE: Rental period will be from the start of “set up” until the end of “tear down”. If your event runs for multiple days, please include start/end times for each day in the event description below.</i>	
Brief Event Description:	
Will you be applying for a liquor license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be have food or merchandise vendors?	Yes <input type="checkbox"/> No <input type="checkbox"/>