

HERITAGE AMPHITHEATRE USER GUIDE



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About the Heritage Amphitheatre:

Western Canada's largest outdoor covered 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 3,172 on attractively landscaped grassy slopes, for a capacity of 4,300 patrons.

Many of Edmonton's festivals make the Heritage Amphitheatre home, including Freewill Shakespeare Festival, 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.

COVID-19 Notice

Please note that due to the continuing COVID-19 pandemic, all event confirmations for the Heritage Amphitheatre are subject to the orders issued by the Chief Medical Officer of Health in Alberta and may change or be cancelled closer to your event date. Venue capacity will be based on public health orders in place at the time of your event booking.

FOR BOOKINGS & INFORMATION CONTACT:

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

EMAIL: 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 here:

[Civic Events Application Form](#)

Please note that applications must be submitted a minimum of **8 weeks** prior to your requested date.

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.

Please note:

- After the event application has been reviewed and accepted, a Booking Rental Agreement 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.
- For all events, a non-refundable deposit is required. The deposit is 50% of the total rental fees.
- Upon receipt of deposit; a signed copy of the Booking Rental Agreement; and a signed copy of this User Guide, your event date is confirmed.
- Cost estimates will be provided during the planning phase. Remaining rental fees and any additional services required for the 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 is required.
- Closer to the event, a "City of Edmonton Event License" which confirms the details of the event, will be provided. Please sign and return to the Facility Coordinator prior to the 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 2021 events

1.2 Payment

Remaining rental fees and any additional services required during or after the event will be invoiced to the licensee within eight weeks following the completion of the event.

The following payment options are available:

1. By calling 311. Only MasterCard, Visa and American Express payments are accepted.
2. In person at the Edmonton Tower - 2nd Floor (10111 - 104 Ave NW). Cheque payments are only accepted at this location.
3. In person at various City of Edmonton Community Recreation Facilities with Cashier Services. MasterCard, Visa, American Express, Cash, Cheque & Debit payments can be processed in these locations.
4. 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 COVID-19 Guidance

While using the Heritage Amphitheatre, all [public health measures issued by Alberta Health Services](#) or [City of Edmonton Bylaws](#) must be adhered to. This could include but is not limited to implementing physical distancing measures and masking requirements for your staff and attendees. For detailed information regarding events please refer to the [AHS Guidelines for Events during Covid-19](#).

Should Alberta Health Services dictate physical distancing measures for outdoor events, the user group will be responsible for implementing a physical distancing seating plan and for blocking off any fixed seating that will not be available to attendees. Seating at the Amphitheatre is numbered, which allows for groups to sell assigned seats to their patrons, and provides the ability to create a safe seating plan in advance.

The facility will provide the following items in order to assist your group in complying with COVID-19 measures that may be in place during your event:

- Facility signage:
 - Physical distancing posters, decals and signage will be in place around the facility and in washrooms.
 - Hygiene posters will be displayed in all facility washrooms
- Sanitization:
 - The facility will be fully cleaned and sanitized between user group bookings. Please note that the user group is responsible for all cleaning and sanitization during their booking.
 - Hand sanitizer will be provided in the Green Room, soap will be provided in all facility washrooms.

1.4 Cancellation Policy

A 50% deposit is due at the time of booking. If written cancellation is received within seven (7) days of the initial payment due date, the Licensee will receive a full refund of the initial payment made to the City, less a \$30.00 (thirty dollars Canadian) administration fee. After seven days (7), the Licensee will forfeit the deposit.

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.

In the event that the Licensee fails to make use of the facility as agreed upon, pursuant to this License, the Licensee shall pay the License Fee as if the Facility were used or occupied by the Licensee.

Public Health Safety Cancellation Policy: A full refund including the deposit will be issued if an event is cancelled due to circumstances that affect public health, such as poor air quality, or a pandemic.

Air Quality: If the Air Quality Index is rated at 7 or higher, as rated by Environment Canada, it is up to the user group's discretion to cancel. Refunds will be provided in this instance.

Pandemic: Refunds will be issued if a public health situation occurs in which the City, Province, or Federal Government requires venues to be closed, or mandates specific group sizes that restrict large events from taking place.

Refunds will not be provided for other types of standard inclement weather scenarios, such as severe weather/thunderstorms/heat.

1.5 Facility Rental Fees

- The 2022 rental fee is \$175.00 per hour or \$2100.00 per day (12 hour day). For ticketed events, there will be a ticket surcharge and this fee supports the operations of the facility.
 - Ticket surcharge - \$1.00/ticket for events with an average ticket price of less than or equal to \$50
 - Ticket surcharge - \$2.00/ticket for events with an average ticket price of more than \$50
- The 2022 rental discount for **registered non-profit groups** is \$160.00 per hour or \$1920.00 per day (12 hour day)

All rental fees include GST and are based on a minimum of 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).

1.6 Services Included in Rental Fees

- Exclusive use of the entire facility (includes Green Room, upper east/west vending pads, public washrooms, two bunkers, stage, and seating.)
- Parking/Vehicle access passes (15) for the Heritage Amphitheatre parking lot.
- A pre-event site meeting is included, additional fees apply should you require additional access to the facility before or after your event.

- 10 folding tables (6 foot), 20 chairs, 13 picnic tables and 12 fence pieces (to be used to create a smoking area if required).
- Smoking Permit
- Access to power and water.

1.7 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.
- Utility connections requiring the services of a plumber or electrician must be performed by the City of Edmonton staff and scheduled by the Facility Coordinator.
- City of Edmonton Permits:
 - Vending, Noise
 - Festival (business & vending)
 - Urban Form (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 Services
 - Police services
 - Fire inspections/services
- Other services (not provided by the City of Edmonton):
 - Security
 - Alberta Health Services Food Handling Permits
 - AGLC Liquor/Cannabis License
 - Ushers, cashiers, volunteers
 - Parking attendants, bike lock up barricades or fencing, bike lock up attendants
 - Fencing or fencing installation
 - Tent Rentals or installation
 - Production Services (i.e. sound and lighting needs)
 - Food and beverage vendors

1.8 Other Rental Information

- Groups are responsible for adhering to the current COVID-19 public health guidelines as outlined by Alberta Health Services or City of Edmonton Bylaws.
- Groups are responsible for any damage to the facility, including but not limited to stage, fencing, washrooms, windscreens, Green Room, bunkers, storage sheds, and

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 (1000+ 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. A waste management plan for each event is required from the organizer.
- For events expecting more than 1500 attendees, a shuttle service to and from the park is required. With Hawrelak Park being a very high use area, parking is at a premium. Events of this size at the Heritage Amphitheatre need to arrange for a shuttle service for the duration of their event. A transportation plan outlining the shuttle service must be sent to the Facility Coordinator prior to the sign off of the Festival Agreement.
- Any items left on site overnight are at the risk of the group. There is no overnight security provided. Any provisions for overnight security must be arranged by the User Group.
- 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 the rental period.

2.0 FACILITY SPECIFICATIONS

2.1 Stage, Audience, and Bunkers

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 covers stage, greenroom entrance, and approximately 75% of the fixed-seating.

Green Room & Dressing Rooms

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

- Dressing rooms are 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 20 individuals.
- Washrooms include 3 toilet stalls on each side (men's/women's) and a total of 8 sinks including 2 in the changeroom area.

Audience Area

- Patron Seating
 - Covered fixed-seating for 1,133 patrons including wheelchair seating in multiple locations. Festival seating for 3,167 is available on grassy slopes, for a capacity of 4,300 patrons. Each event will receive their own temporary capacity card from Fire Prevention Services which will reduce the actual capacity of the area when temporary structures or vendors are set up.
- Patron Washrooms (permanent washrooms located near the main patron entrance)
 - Men's washroom has 6 stalls, including 1 dedicated accessible stall and 6 sinks.
 - Women's washroom has 11 stalls, including 1 dedicated accessible stall and 6 sinks.
 - Both are wheelchair accessible and equipped with a baby change table.
- Vending Pads
 - Four concrete pads at the top of the audience area for food, beverage and merchandise vending. Each concrete pad has 4 x 20A electrical outlets available, as well as one 50A/220V outlet (Hubble connector) and water taps. Water and grey water disposal is available on both the east and west side vendor pads.
- 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. Each bunker is equipped with:
 - 3 DSL internet connections
 - 4 x 15A electrical outlets
 - 3 x 50A range plugs (North bunker only)

2.2 Parking and Access

Patron Parking

- William Hawrelak Park's main parking lot accommodates approximately 320 vehicles. Additional parking is available throughout the park for a total of approximately 850 spaces on a first come first serve basis to all park users.
- A maximum of two parking bays of the main lot in William Hawrelak Park may be reserved at the discretion of the Facility Coordinator. Festival/event organizers are responsible for managing and allocating the reserved parking stalls.

Festival/Event Staff Parking

- Adjacent to the facility there is a parking lot with 15 stalls, which are available for festival/event staff and/or performers. Vehicles parked in these stalls must clearly display the parking permit provided by the Facility Coordinator. The remaining 5 stalls are always reserved for City of Edmonton staff.
- Festival/event organizers are responsible for managing and allocating the 15 parking stalls. Please provide a list of who is parking to the Facility Coordinator for emergency preparedness.

Emergency Laneway Access

- Fire regulations state that the emergency access laneway starts from the lower entrance doors to the Heritage Amphitheatre and continues to the emergency exit at the rear. No vehicles can be parked in the emergency access laneway at any time.
- Fire regulations state that all emergency and public access points also must be clear at all times and cannot be blocked.

Transit

- A few ETS routes run close to the park gates and the schedule of these routes cannot be increased for events.
- 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.
- Private shuttles can also be chartered for events. As noted on page 8, a transportation plan is required for events with over 1500 participants. You are not required to use ETS for your shuttle program.

Vehicle Access

- Permission must be granted for any vehicles that will be driving on any turf surface within William Hawrelak Park and the Heritage Amphitheatre. A turf damage mitigation plan will be required from the user group before permission can be granted. Only limited access is allowed.

Loading Area

- Access to the loading area is located through the Amphitheatre parking lot, and can accommodate a semi-trailer connecting directly to the stage (on the left side).
- 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.

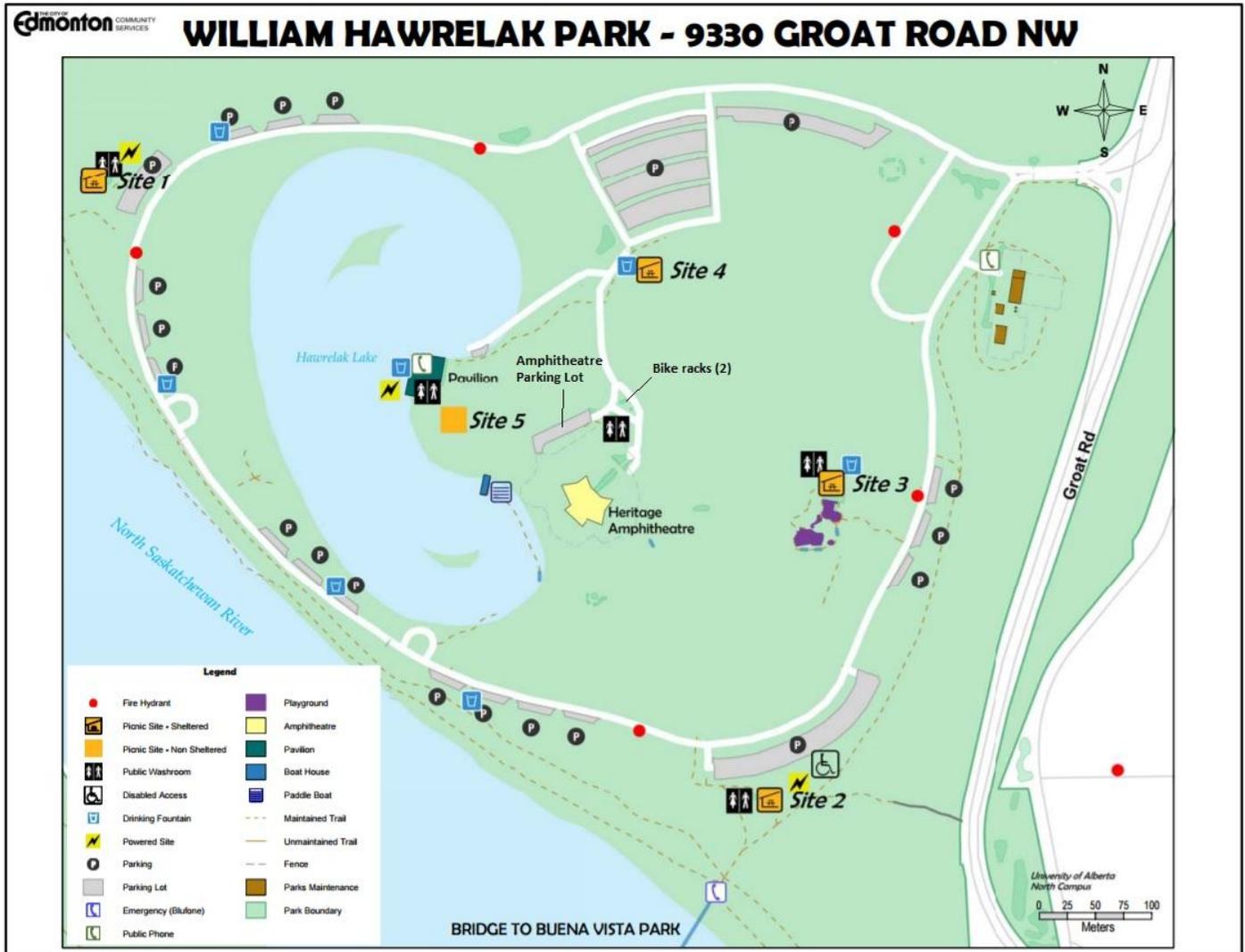
Bike Lock-Up

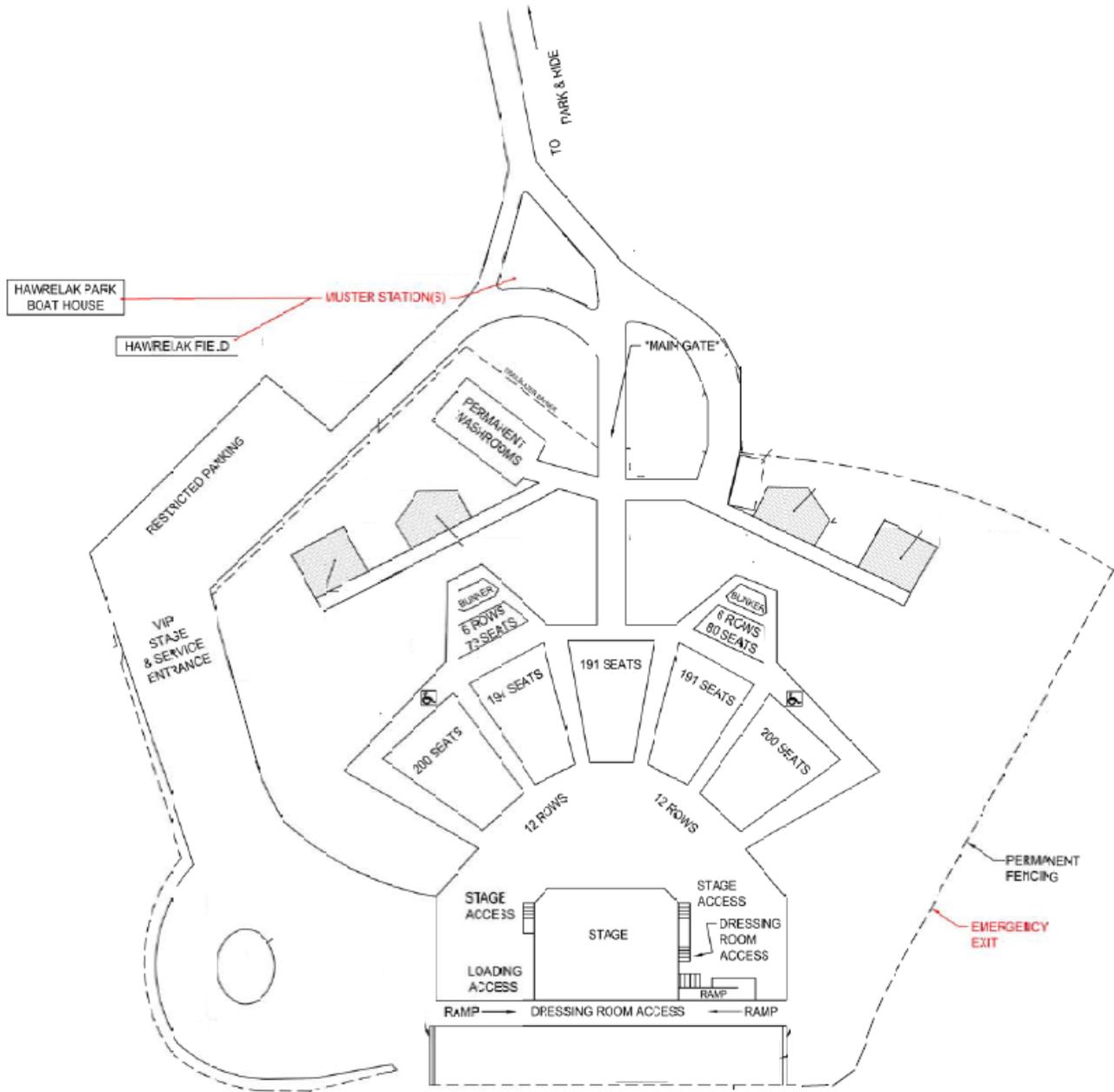
- If a bike lock-up is required for event attendees, the designated location for the lock up is on the west side of the service road that connects the main parking lot to the Amphitheatre parking lot. Please refer to the map below.
- The bike lock-up is the responsibility of the user group including 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 Amphitheatre parking lot, and the licensed area as agreed upon with the Facility Coordinator.
- No other tents, temporary structures or infrastructure are permitted outside the set boundaries of the Heritage Amphitheatre unless approved for use within the licensed area.

2.3 Maps





HERITAGE AMPHITHEATRE
HAWRELAKE PARK

2.4 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 at all times. Permission to create a smoking area outside the boundary of the Heritage Amphitheatre for your festival/event can be arranged with the Facility Coordinator. *See the Cannabis & Tobacco section.*
- Sales or distribution of food, services or goods requires permission and a special permit from the City. *See Concession Guidelines section.*
- Consumption of liquor in the Heritage Amphitheatre is prohibited unless permission to obtain a permit is granted by the City of Edmonton. *See the Liquor Permits section.*
- Tents may require a building permit from the City of Edmonton Urban Form Department. *See the Tent Placement Information section.*
- 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 Urban Form 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.

- If stakes longer than six (6) inches are to be used within William Hawrelak Park and the Heritage Amphitheatre, a line locate is required to mitigate the risk of striking a utility line. If a line is struck, additional costs may be charged back to the event organizer. Proof of a completed line locate is required in order to set up your temporary structures on site.
- Civic Events recommends all tents and other structures 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

- 12 pieces of fence (6x4") will be available for use by rental groups (if a smoking area is requested, the fencing will be utilized for that purpose).
- If extra fencing or barriers are required for the event, it is the responsibility of the event organizer to source, schedule delivery, and remove at the end of the event. All costs associated with necessary barriers/fencing are the responsibility of the licensee.

3.4 Filming and Photography Requirements

Commercial Filming

- Permission from City of Edmonton (to be written into the License Agreement)
- Current Business License
- Proof of Insurance
- Location Release required (Request contact info from Facility Coordinator)

Commercial Photography

- Permission from City of Edmonton (to be written into the License Agreement)
- Current Business License
- 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 have the Noise Bylaw waiver application submitted at least a minimum of 1 month prior to the event/festival.

Even with a Noise Bylaw 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 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.
- The Licensee acknowledges and agrees that the festival is intended to be family-friendly, and all performances, exhibitions, and activities carried on in any unrestricted area will conform to a family/general audience standard with respect to language and content. The licensee shall not permit any performances, exhibitions or activities that promote or incite racism, hatred, or violence. Non-compliance may result in a cancellation of the booking or event.

3.6 Content Limitations

- The Licensee must acknowledge and agree that the festival/event is intended to be family-friendly, and all performances, exhibitions, and activities carried on in any unrestricted area will conform to a family/general audience standard with respect to language and content. The licensee shall not permit any performances, exhibitions or activities that promote or incite racism, hatred, or violence. Non-compliance may result in a cancellation of the booking or event.

If sound and/or content limitations are exceeded:

- 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.
- 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 the liaison between 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 an event is providing food for attendees of a private function, at no cost, then there is no requirement to obtain an Alberta Health Services (AHS) Permit. Please contact [AHS](#) at 780-735-1800 if there are any further questions.

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 food items to the general public, it is required that you register your event with Alberta Health Services.

If you only sell the following food products, you will not require a permit from AHS but will still require a City of Edmonton vending permit:

- 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

4.3 Liquor Regulations and Licensing

Alberta Gaming, Liquor and Cannabis (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".

Liquor 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.
- 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.
- Price specials may not be set for multiple orders (for example: two drinks for the price of one, three for one, etc.)
- Alcoholic beverages left on site at the Amphitheatre overnight and during event time, must be secured and inaccessible to the public.

4.4 Cannabis and Tobacco

While both the Heritage Amphitheatre and Hawrelak Park are non-smoking zones, festivals can apply for an exemption to create a smoking area adjacent to the venue (outside the fence line) for their patrons. Approved smoking areas (cannabis/tobacco) must be fenced and separated from other festivals goers, however they are not required to be shielded (scrimmed). Liquor is not permitted within the smoking areas, nor is access to persons under the age of 18. The Heritage Amphitheatre can have up to two smoking areas, which can be a combined tobacco and cannabis area or separated. If you are interested in having a smoking area at your festival/event, please contact the Facility Coordinator for a smoking exemption application form.

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 location is the responsibility of the event/festival organization and any abandoned, lost or unclaimed property will be disposed of at the end of the rental period.

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 the 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-event site inspection will be completed with the licensee and Facility Coordinator. This will be signed off by both the licensee and Facility 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 site.

5.7 Load-In/Load-Out

- Load-in times are scheduled based on user group's requested booking times and stated on the "**City of Edmonton License**". Rental fees include the load in/out dates at the standard hourly or daily rates.
- Vendors loading out are required to wait at least 30 minutes after the event finishes. 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.

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. The Amphitheatre is equipped with a three-stream waste management system which includes 10 black waste bins, 10 blue recycling bins and 10 organic green bins for use by groups.

5.9 Safety Requirements

First Aid and Emergency Medical Services

On-site emergency medical support is the responsibility of the licensee. This includes proper staff to attendee ratios as determined by Alberta Health Services and other applicable emergency services (i.e. Fire and Police)

General Safety Requirements

- Safety and security management plans are required by the festival/event.
- 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.
- 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.
- All user groups are required to supply an Event Emergency Plan as a condition of their event license.

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 the parking circle within the Amphitheatre.