

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 and live performances.

Western Canada's largest outdoor Amphitheatre, the landmark's distinctive white canopy offers excellent acoustics and an open view of William Hawrelak Park, while providing fixed-seating for 1,100 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 Freewill Shakespeare Festival, the Edmonton Blues Festival, the Symphony under the Sky Festival and Sevrus Heritage Festival. Each year over 50,000 visitors enjoy the unique, natural and cultural setting this facility offers. The amphitheatre season runs May to September.

FOR BOOKINGS & INFORMATION CONTACT:

Heritage Amphitheatre Coordinator
Civic Events Office, Community Services, City of Edmonton
14th Floor, CN Tower
10004 – 104 Avenue
Edmonton, AB, T5J 2R7
PHONE: 780.496.4871
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 kitchenette area with cupboards, sink, microwave and bar fridge. Group is responsible for maintaining cleanliness.

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 just over 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.
- Festival/event organizers are responsible for managing and allocating the parking stalls.
- Parking is first come, first served for festival patrons and shared with other park users.

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. Permits available from the Amphitheatre Coordinator.
- Festival/event organizers are responsible for managing and allocating the parking stalls.

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.

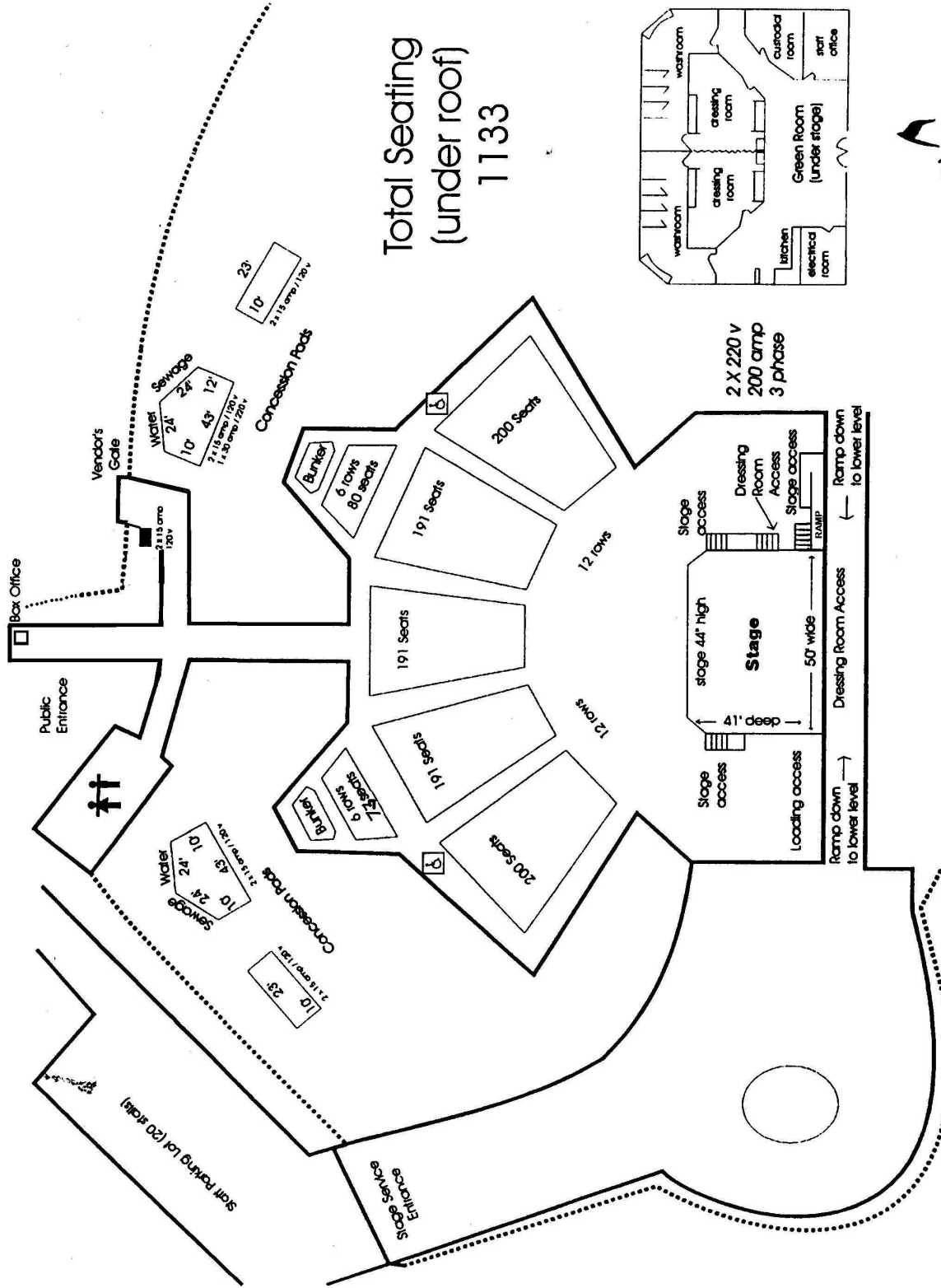
Sound

- 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.
- There are sound limitations. Ask coordinator for sound limits.

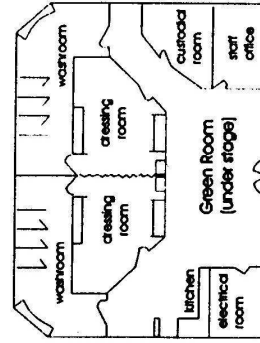
Electrical

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





Total Seating
(under roof)
1133



Heritage Amphitheatre

THE CITY OF
Edmonton
COMMUNITY SERVICES



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.
- 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.
- Items left are at the risk of the group. There is no overnight security provided.
- All users of the Heritage Amphitheatre are required to complete a site check at the beginning and end of their rental period.

2013 Fee Schedule

TIME	Regular Rate \$188 / hour	Registered Not For Profit Groups
3 hours or less	\$564.00	\$432.00

ADDITIONAL SERVICES COSTS	FEES PER HOUR
Facility Cleaning Cost post event as per post site inspection requirements	\$180.00



Services included in the Facility Rental Fees

- Consultation on staging and organizing your event
- Facility supervision by competent and knowledgeable staff (with first aid knowledge)
- Front of house coordinator consultation
- Parking/ Vehicle access passes (up to 15) - must be requested; for adjacent parking lot only, not for main Hawrelak Parking lot. Coordinator to provide parking passes upon request.
- Rest room access
- Access to Green room and south vending bunker
- Facility basic clean up
 - Volunteer environment crews are required for major events
 - Groups are responsible for major items and clean-up
- Use of 24 plastic chairs, 12 (6 foot) tables, 8 picnic tables
- Liaison/Communication with other City departments if required
- Access to power and water

Services NOT INCLUDED in Facility Rental Fees

- Security/ policing
- Ushers
- Cashiers
- Volunteers
- Parking attendants
- Fencing or fencing installation by Amphitheatre staff
- Significant waste management/recycling services
- Utility connection requiring services of plumber or electrician
- Production Services (i.e. sound and lighting needs)
- Internet usage
- Extra costs including transportation/traffic signage, parks services, transit, police services and other permits may be required

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, submit the online event application. Please include as much information about your event as you can, including type of event, date, times (set-up, event time, take-down and clean-up), sound requirements, vending/concession, liquor, and any other information you can provide. Once the proposal has been completed, submit it to the Amphitheatre Coordinator by email.
3. The event proposal will be reviewed, and a City License will be drawn up for your event and sent to you by post and 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 month prior to your booking date. Any additional services required on the event day will be invoiced to you after the event.
6. When applicable, an event emergency site plan and festival event plan including site map and details regarding volunteers, barriers, first aid, security, police, fire will be required.

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

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

CANCELLATION POLICY

The User Group may cancel or reduce the term of their event by providing the City with written notice to at least fourteen (14) 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 fourteen (14) 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 Non Smoking facility.
- Sales or distribution of food, services or goods requires permission and a special permit from the City (see page 10)
- Consumption of liquor in the Heritage Amphitheatre is prohibited unless permission to obtain a permit is granted by the City (see page 11).
- Tents may be required to receive a building permit (see Tent Placement Information).
- 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.

Tent Placement

- Please let us 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.
- If required, festival/event organizers will have to submit a tent permit application at least 1 month prior to festival with all required documents.
- If your tent will be staked into the ground with stakes/spikes longer than 6 inches, please contact "Call before You Dig" for underground utility locating. "Call before You Dig" can be reached by calling 1-800-242-3447. Please call 14 days prior to event to ensure time to stake out utility lines on site.

Barriers and Fencing

- If you require fencing or barriers for your event for licensed areas or other purposes, please arrange for fencing to be delivered for the event.
- Fencing set-up is not included with the facility rental.



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

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

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 acceptable sound level, averaging readings over 15 minutes, is **80 dBa measured at the Amphitheatre main audience entrance (approximately 90 dBa at the console, 100 dBa on the dance-floor)**.
Sound should not exceed 80 dBa at the gate for more than 15 minutes at a time. This allows for brief periods at higher levels.
 - During the performance, the venue coordinator will measure sound at the Amphitheatre exterior gates, park field and park boundaries (if required). Measurements will occur at least once per set (1-1.5 hours). If the level exceeds the 80 dBa, the coordinator will work with production companies and festival organizer to decrease the level.
- Failure to comply with the guidelines may result in termination of music or entertainment for the event and/or negatively affect future bookings.



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. The Amphitheatre Coordinator will liaise for you.

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) Groups may contract out their vending needs to external vendors (including restaurants and organizations). However, once contracted, festival organizers are responsible for the street vending cost.

B) 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 Alberta Health Services.

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

Vendor Load Out cannot begin until at least
ONE hour after event has been completed



Liquor Regulations and 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 fencing/barriers, coolers, tables, cash boxes and/or tents will be the responsibility of the rental group. It is also possible to license the entire venue.

Obtaining a Liquor License

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

1. A letter from the Civic Events Office granting permission to sell liquor at your event along with approval from Edmonton Police Services, Edmonton Fire, EMS. Please request this letter upon booking or no later than 90 days prior to the rental date.

In order to receive this letter of approval, a festival management plan with liquor service area dimensions, proposed hours of operation and consumption, security plan and liquor service management plan must be submitted. First time groups are not guaranteed a letter of approval

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

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

Guidelines Summary

- Liquor services may occur between the hours of 10:00 AM to 9:30 PM with consumption until 10:30 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.
- 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.
- Non-alcoholic beverages must be available.
- The license must be posted in a prominent location at the bar service area. All receipts for liquor purchased must be attached to the licence.
- Bring your own bottle (BYOB) events are not permitted. Homemade wine, beer or cider must not be served, consumed or allowed on the licensed premises.
- The licensee is responsible for the conduct of all those in attendance at the function
- The licensee is responsible to ensure that guest are not served to the point of intoxication
- Responsible supervision must be provided at the ratio of one (1) supervisor per every fifty (50) guests in attendance, plus a supervisor for each entrance and exit to the licensed area if a separate area is designated for alcohol consumption (i.e. beer gardens). 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.)



Other Important Information

Lost and Found

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

Amphitheatre Property

Property belonging to the Heritage Amphitheatre may not be removed from stage, green room, dressing room or offices. If re-arrangement of furniture is required, please confirm with Amphitheatre Coordinator.

Animals

Animals and pets are not allowed within the venue except as aids to person with disabilities.

Balloons.

No balloons of any type may be released or used within the venue or park area as per Bylaw 2202. If you require for an event please confirm with Amphitheatre coordinator.

Banner and signage

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

Site Inspections

A pre and post rental inspection will be completed with the applicant and Amphitheatre Coordinator and must be signed by applicant and coordinator.

Load-In/Load –Out

- Move-in times are scheduled based on applicant requested booking times and stated on the rental agreement. The organizer is responsible for setting up, and cleaning up after an event.
- Vendors are required to wait at least one hour after event closes to load out. Vendor parking is the responsibility of the event organizers.
- 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.

Waste Removal

Applicant is responsible for costs of providing sufficient waste and recycling dumpsters based on the anticipated number of event attendees.

First Aid and Emergency Medical Services

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



General Safety Requirements

- Sidewalks, passageways, halls, stairways, seating and exits may not be obstructed by any object or person.
- Safety and security management plan is required by the festival or event.

Fire Safety

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

