

City of Wetaskiwin Amphitheatre User Guide



The Wetaskiwin Amphitheatre, situated in the centre of Diamond Jubilee Park in between 49th Ave and 50th Ave, and 55th St and 54th St, is an ideal community venue for interactive events and live performances.



1. Booking the Diamond Jubilee Amphitheatre

Booking requests are prioritized in the following order:

1. Historical/recurring events with the same date/weekend request as previous year.
2. Historical/recurring events with new date requests from previous year.
3. New events.

NOTE: The application form for booking the amphitheatre is included in the back of this package.

- When completing the event application, please include as much information about your event as possible. Include the 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. Failure to provide details could result in the application being denied.
- A booking fee of \$50 is required, and must be paid at the Community Development Department at Wetaskiwin City Hall (4705- 50 Avenue) **before** the event can be confirmed. Tentative bookings are not reserved.
- The application must be reviewed before the payment is processed.

Payment

Payment can be made in person at the Community Development Department (2nd Floor) at Wetaskiwin City Hall (4705 – 50 Avenue). All major credit cards, debit cards, and cash are accepted.

Cancellation Policy

The event may be cancelled or reduced in longevity by providing the City of Wetaskiwin with written notice a minimum of seven (7) days in advance of the scheduled event. The \$50 fee is non-refundable.

Amphitheatre Boundaries:

- Booking of the amphitheatre provides access to the amphitheatre stage, however as it is located in a public park in a residential area, please be respectful of the residents and the other users of the park.
- No other tents, temporary structures, or infrastructure is permitted in the area around the amphitheater (Diamond Jubilee Park and area) unless permission has been given.

Facility Rental Information

- The party responsible for booking the amphitheatre is also responsible for any damages to the structure, including but not limited to structure, stage (area surrounding the structure), and/or turf as a result of the set-up, delivery, and occurrence of the event.
- Any items left at the site after the event has taken place are done so at the risk of the booking party. There is no security provided.
- All users of the Diamond Jubilee Amphitheatre are required to complete a pre and post inspection site check with the City of Wetaskiwin Coordinator at the beginning and end of their rental period.

Fees

- The booking fee includes GST and is based on a daily fee.
- The booking fee is to cover administration fees of the City of Wetaskiwin.

Services Included in the Facility Booking Fee

- Access to power is included in rental booking.
- Please be aware there are **no** public washrooms located at Diamond Jubilee Park.
- One pre-event site meeting is included in your booking fee. If you require additional information, please call Community Development at 780-361-4417.

Parking

Parking is available on Main Street (50th Avenue). There is residential parking surrounding the park, but there is no formal lot beside the park. There is a parking lot located one block west along 50th Ave at 55a St. Event organizers are responsible for managing the parking spots. Please be aware of all signage along residential routes as the south side of 49th Ave is open for resident parking only. Event participants are not permitted to park in this area.

Vehicle Access

Vehicles are not permitted to pull their vehicles into Jubilee Park without permission from the City of Wetaskiwin Coordinator. Permission will only be granted in special circumstances. Vehicles that have been given special permission must not exceed 10 km/hr while driving in the park.

Civic Services

Potential City of Wetaskiwin approvals required:

- Vending,
- Noise,

- Festival (business & vending),
- Sustainable development building,
- Permission to park on the turf, and permission to drive in the park.

Bylaws and Permits

- Sale or distribution of food, services or goods must be granted permission and a permit from Alberta Health Services.
- Consumption of liquor in Diamond Jubilee Park is prohibited without a permit from the Alberta Gaming and Liquor Commission.
- If the event that takes place plays or produces live or recorded music, a license may be required from the Society of Composers, Authors and Music Producers of Canada (SOCAN). Please contact them for licencing fees and information on whether you need a license for your event.
- All signage and decorations must be included in the booking information and must be approved for a signage permit prior to the event. Everything must be removed following the event.

Tent Placement

- Please include in your event description if any tents or structures are going to be used during the event. A permit may be required for temporary structures, so this is critical information.
- Alberta One-Call must be contacted to do a line locate for any structures erected. You can phone 1.800.242.3447 or visit their website at <http://albertaonecall.com/> to submit a locate request.

Barriers and Fencing

- The rental fee for the Amphitheatre does not include fencing materials, and is the sole responsibility of the renter for all associated costs of fencing.

Filming and Photography

- Filming and photography plans must be disclosed to the Coordinator as permission may be required depending on the type of photography and filming that will be taking place.

Music and Sound

- Music and entertainment are not permitted to start before 7 am or extend beyond 10 pm.
- Sound levels must not exceed a reasonable amount at all times. As Diamond Jubilee Park is surrounded by residents, please be respectful of those living in the surrounding area.

- The Community Standards Bylaw must be adhered to at all times, which states that: “A Person shall not cause or permit any Noise that annoys or disturbs the peace of any other Person.”
- Please be aware of how weather conditions affect soundwaves. Overcast, windy days cause sound to travel further and also cause it to bounce off low laying clouds. Even if sounds levels are below appropriate levels, discretion must be used if the volume is too high.
- Please be aware of the effects of bass frequencies and when using a subwoofer as this may affect the surrounding residents.
- Please resist the urge to increase volume as the night goes on. Residents around the park have the right to register noise complaints, and these complaints will be dealt with as the authorities see fit.
- Renters will receive two warnings for sound infractions. If a third warning is issued, the renters will be asked to turn off all sound equipment. If this is not complied with, power to the site may be turned off. The City of Wetaskiwin reserves the right to change these protocols at any point in time with no notice given to users.

Failure to comply with these regulations could result in the terminations of music and sound for the event, and will negatively affect future bookings. Additional costs may be applied as well.

Food and Vending Guidelines

- Selling, displaying, or distributing any food, goods, or services require a permit from Alberta Health Services.
- Events that have food present must be registered with Alberta Health Services. If food is being sold, then an Alberta Health Services Permit is required. It is the renter’s responsibility to complete these steps in order to receive the proper documents.
- Vendor descriptions must be included in the event description, especially if permission is needed to drive into the park.

Liquor Regulations and Licensing

The Alberta Gaming and Liquor Commission (AGLC) recommend informing them of event plans and the intention of selling liquor at events as soon as possible. You are not required to wait for permission from the City of Wetaskiwin to make initial contact with the AGLC.

Renters who are planning on selling liquor at their event must apply for a liquor license which restricts the sale and consumption of liquor to a designated area in the boundaries of Diamond Jubilee Park. Obtaining this permit is the responsibility of the renter, and the City of Wetaskiwin accepts no responsibility for these plans.

The guidelines set out by the Alberta Gaming and Liquor Commission and the liquor license must be followed at all times. Failure to do so will result in potential fines.

General Amphitheatre Information

Lost and Found

- The City of Wetaskiwin is not responsible for the theft, loss, or damage to any items left in Diamond Jubilee Park. All items left in the Park will be disposed of at the discretion of the City of Wetaskiwin Coordinator. The renter is responsible for organizing a lost and found booth or area for their event.

Property

- Property belonging to the City of Wetaskiwin may not be removed from Diamond Jubilee Park.

Signs

- Signage is permitted when permission has been granted. The renter is responsible for setting up and taking down of all signs, including any materials used to hold the signs in place.
- Signs, lights, or banners may not be hung from trees.
- The Sign Bylaw must be adhered to at all times.

Site Inspection

- A pre and post park inspection will be completed by the renter and the City of Wetaskiwin Coordinator. The inspection form must be signed by both attending parties.

Waste Removal

- The renter is responsible for ensuring that garbage and recycling bins are present during the event. Removal of said garbage and recycling bins is also the responsibility of the renter.

First Aid and Emergency Medical Services

- On-site emergency services are the responsibility of the renter, including those required by Alberta Health Services and/or any other applicable services (i.e. Fire and Police).

General Safety Requirements

- Sidewalks must be kept clear at all times.
- A safety and security management plan is required from the renter.

Fire Safety

- No open flames are permitted unless a permit has been received.
- No sky lanterns permitted.
- Fire lanes and emergency exits must be accessible at all times.

The City of Wetaskiwin will only confirm booking requests upon payment and receipt of the following acknowledgement:

As indicated by my initials on each page and my signature below, I have read and understood the information provided, and I agree to the terms and conditions set out by the City of Wetaskiwin's Amphitheatre User Guide.

Name: _____

Signature: _____

Date: _____

City of Wetaskiwin Amphitheatre Booking Form

The \$50 booking fee must be paid by cash, cheque, debit, or credit at the time of booking. The booking is not considered official until payment is received in full.

| Personal Information | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organization | |
| Name on Main Contact | |
| Contact Information | |
| Event Information | |
| Name/Purpose of Event | |
| Desired Date of Event | |
| Desired Time of Event | |
| Expected Size of Event | |
| Set up and take down time: | |
| Types of vendors | |
| Permits Required | <input type="checkbox"/> Alberta Health Services Event Organizer Document <input type="checkbox"/> Alberta Health Services Special Event Vendor Notification <input type="checkbox"/> Fire Permit <input type="checkbox"/> Fence Permit <input type="checkbox"/> Road Closure <input type="checkbox"/> Sign Permit <input type="checkbox"/> Other(s): |
| Special Requests | |

| | |
|----------------------------|--|
| Please describe your event | |
|----------------------------|--|

Thank you for completing our booking form! You can scan and email it to community@wetaskiwin.ca or deliver it in-person to:

The Community Development Department
2nd Floor, Wetaskiwin City Hall
4705 – 50 Avenue, Wetaskiwin

Please phone 780.361.4417 with any questions.