

Festival Place Rental Application

Legal Name of Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____ City/Town _____

Postal Code: _____

Applicant Status

Arts/Culture Entertainment Family/Social Non-Profit School (EIPS EICS)

Ceremony Other: _____

A Certificate of Registration is required to show proof of business or society to receive payments/settlement from Strathcona County. If you are not a business or society no certificate is required. Proof of insurance is required for all bookings (individuals may not). Two million dollars liability is required at a minimum. Please note that Strathcona County is to be listed on the document.

Certificate of Registration Required Yes No

Event Details

Event Title: _____

Dates Requested _____

First Choice: _____

Second Choice: _____

Arrival Time: _____ Departure Time: _____

Intermission: Y N

Describe Event

Ticketed event Yes No

Ticketing set up form and information [here](#)

Rooms Requested

Full Facility (does not include Peace Park)

Main Stage, *includes green room and access to 4 dressing rooms, must use our ticketing system

Ardrossan Room Sherwood Park Room

Studio A Studio B

Patio

Catering

All food and concession services go through our in-house caterer The Hat. No outside food and beverage are permitted in the building. This includes both guests and renters.

Lobby Concession/Bar: Yes No --> a guarantee may be required

Catering Required Yes* No

*If yes, approximate number of meals required: _____

Any outside food and beverage brought into the building without our knowledge will be removed immediately once discovered.

[Menu Link](#)

Technical Requirements

All technical requirements need to be confirmed 3 weeks in advance of rental date. Upon a successful application we will connect you with our technical team to confirm technical requirements.

Technical specs for all areas

Sound

Theatre Rentals includes sound system, does not include backline.

Please select all that is additionally required

Wireless* or Wired mics, if yes how many _____

Podium Piano (tuning is additional)*

Screen* Projector*

Music stands, if yes how many _____

*indicates an additional cost

Lighting

Lighting Design/Consultation Yes No

Follow Spot Yes No

Attendance Estimate: _____

Number of Tables: _____

Number of Chairs: _____

Additional Information or questions:

Applicant Information

Applicants will be notified of their status via email. Applications are reviewed on a bi-weekly basis, all applicants will be notified of their status within 2 weeks of submission. Should your application be successful the following is our cancellation policy that you should be aware of, and a 50% deposit is required to secure your booking. Prices are subject to change. Please note that the parking lot adjacent to Festival is open to the public and cannot be reserved.

Please sign and return license form within 48 hours to confirm your booking. If not signed, the license will be null and void without further notice. An initial payment equal to 50% of the rental total is required at time of booking. Final amount payable is subject to change due to additional charges incurred during the event. If you cancel 9 months or more before your booking date you will be refunded your initial payment. Cancellation between 9 and 6 months will be refunded 50% of your initial payment, No refund with less than 6 months cancellation

Please note: Fees are subject to minor annual increases, we will adjust prices and forward you a revised license. Payment can be made by calling our facility booking office to pay by credit card. Cheques should be made out to Strathcona County and mailed to our facility. Strathcona County does not accept electronic funds transfer. If you need to pay in person with debit or cash, please contact your facility booking representative to discuss your options.

Date submitted: _____

Signature: _____

In office use only Date received: _____ Date to notify by: _____ Application Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined
