

Festival Place Rental Application

Legal Name of Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____ City/Town _____

Applicant Status

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

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. 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

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| Event Description |
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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 Peace Park

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

- Portable Speakers Wireless mics, if yes how many _____
- Podium Piano (tuning is additional)
- Screen Projector
- Music stands, if yes how many _____

Lighting

Lighting Design/Consultation Yes No

Follow Spot Yes No

Attendance Estimate: _____

Number of Tables: _____

Number of Chairs: _____

Additional Information or questions:

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.

Conditions of Use

Renter must be a minimum of 18 years of age to book and is responsible for communicating License terms and addendums to all participants as well as ensuring adult supervision is provided during the entire length of the booking.

Health and Safety: The Renter shall abide by, and shall cause any person attending at the Facility due to the Renter's invitation to abide by, all applicable health safety recommendations, directives, and orders from Alberta Public Health authorities as well as all applicable policies, administrative procedures, and other rules and directions of Strathcona County with respect to the use of the Facility. The Renter acknowledges and agrees that such policies, administrative procedures, rules, and directions of Strathcona County may be more stringent than required by Alberta Public Health authorities. The Renter shall not, and shall ensure that any of its invitees do not, attend at the Facility if doing so would be inconsistent with health safety recommendations, directives, or orders from Alberta Public Health authorities, including but not limited to if such person is experiencing health symptoms such as cough, fever, shortness of breath, runny nose, or sore throat. If at any time Strathcona County determines that the use of the Facility permitted pursuant to this Rental Agreement could be or is not in conformance with these requirements, or is otherwise not advisable in order to ensure health and safety of all persons, Strathcona County may immediately terminate this Rental Agreement upon verbal or written notice to the Renter.

Purpose: Renter may use the Facility for the purpose specified in this License. The Renter must have written approval from Strathcona County to sublease, assign, subcontract or transfer the use of the space.

Compliance with Laws: Renter must abide by all Municipal, Provincial and Federal laws, regulations and bylaws, and will obtain, at own expense any and all necessary permits, licenses and approvals. Alcohol is prohibited in all indoor and outdoor facilities unless written approval from Strathcona County.

Admittance and Vacating premises: No early admittance will be allowed unless approved by Strathcona County prior to booking. Any additional set up items required need to be arranged at the time of the booking and will be charged accordingly. Rentals are to be vacated by rental end time as stated on License. Additional charges may apply.

Advertising/Fixtures/Decorations: Renter must have written approval from Strathcona County to post any decorations, fixtures, promotional, marketing, retail or any other commercial advertising within the facility.

Emergency Procedures: Report all incident/accidents to County personnel immediately and follow the County's Emergency Procedures as instructed by Staff. Activate 911 if necessary.

Conduct: Participants must abide by all facility regulations posted or otherwise noted. All youth participants must have adult group supervisors (18 years or older) in attendance at all times. Strathcona County has the authority to evict anyone creating a disturbance, or acting in an unsafe manner, and may in its sole discretion terminate this License immediately.

Cancellation: Mechanical failure, weather or situations beyond the reasonable control of the County may result in cancellation of the License. The County shall give the Renter as much notice as reasonably possible. Alternate times may be negotiated.

Responsibility/Liability for Damage: The Renter agrees to hold harmless and indemnify Strathcona County, its servants and agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense,

Date submitted: _____

Signature: _____

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