



**CHILLIWACK  
HERITAGE PARK**  
*Events Happen Here*

# User Services Manual

Updated  
January 21, 2020

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**CHILLIWACK  
HERITAGE PARK**  
*Events Happen Here*

# Section 1

Chilliwack  
Heritage Park  
Policies  
and  
Event Information

## **ADHESIVES**

Fun Tak or Hold-It adhesives are acceptable as a means of hanging or attaching items to walls. You must refrain from using pins, screws, nails or any other penetrating fasteners, vinyl or foam tapes, packing tape and duct tape. Poly tape and clear hockey tape are acceptable and may be purchased through hardware stores or through the Heritage Park administration office. Your display company will also provide 'S' hooks for hanging items. Stick on decals, badges or signs may not be used in or around the facility.

- **Please note that any cleaning or removal of non-approved adhesives by Heritage Park staff will be billed accordingly.**

## **ANIMALS**

Livestock, animals and pets, with the exception of service animals are not permitted in the facility except as part of an event approved by Chilliwack Heritage Park. All livestock, animals and pets must be on a leash or in an enclosed pen. It is the owner's responsibility to ensure that their animals and pets are under control at all times. If livestock and animals are part of an event, the facility, at the conclusion of each daily event, MUST be locked down with the Lessee's security personnel stationed in the building.

- **If the Lessee leaves the facility unattended, the Operator will bring in its security company. The Lessee will be billed a minimum charge of 4 hours at the going rate.**

The Lessee shall abide by all tests, documents, etc., as required by Government or Health Officials before the event is allowed to proceed.

## **BALLOONS**

Helium balloons may not be distributed or sold. Under certain circumstances, helium balloons may be used as décor if they are securely affixed to a solid base. This may only be done with written permission from facility management. If balloons end up floating to the ceiling, a balloon retrieval cost will apply. If permission is granted, then all helium tanks must be secured as per WCB requirements.

## **BANKING**

Chilliwack Heritage Park has 1 permanent on-site ATM located near the entrance of the building.

## **BANNERS**

Banners *may* be suspended in some locations at Heritage Park. Advance notice is required and certain factors will be taken into consideration **before** approval is issued (factors include amount, size, location and material). Although Heritage Park staff will not hang the banners, if required, staff will operate the scissor lift to facilitate hanging the banners. Scissor lift charges will apply. Those requiring rigging must contact GO Audio at 604-792-2856

## **BUILDING ENTRANCES**

Heritage Park's main entrance is at the north end of Floor 3. There are large, roll-up doors on each floor.

- Floor 1 (concrete floor) – 24' wide X 15' 6" high (1 each on north & south and 2 on west side)
- SureStay Hotel Floor (concrete floor) – 24' wide X 15' 6" high (1 each on north & south)
- Fix Auto Chilliwack Arena (dirt floor) – 30' wide X 15' 6" high (1 on south end)
- Floor 4 (dirt floor) -
  - 24' wide X 15' 6" (1 on north end)
  - 16' wide X 15' 6" (east side -1 north and 1 south)
  - 24' wide X 15' 6" high (1 east side - middle)

Curtained wall openings between floors are 14' 6" high with widths of 18' between Floor 1 & 2 or 22' at the north end of Floor 2 & 3 and Floor 3 & 4 or 25' for all other openings. There are also three double man doors between each floor.

## **CAMPING**

Chilliwack Heritage Park has facilities for overnight camping for Exhibitors & Guests

All camping fees are subject to applicable taxes.

All Guests and Exhibitors that are camping overnight must register with the Event Coordinator.

***Dry camping fees are \$15.00 per night.***

Valid documentation must be displayed in RV/camper window at all times.

Exhibitors and Guests will be directed to the camping location.

All campers must park in the location they are directed to park in.

### ***Electrical Hook-ups***

Chilliwack Heritage Park has limited electrical hook-up sites. These sites are to be reserved in advance and are allocated on a first come first served basis by the event coordinator.

***Electrical Hook-ups fees are \$27.00 per night.***

All campers must park where directed to maximize camping space.

- **Please note that the Sani-Dump facilities are located just outside the entry point to Chilliwack Heritage Park. The Sani-Dump facilities are open yearly from March 15 to November 15. There is \$5 fee at the station via credit card.**

### ***CEILING HEIGHT***

The ceiling height at the center of Floors 1, 2 & 4 is 30' and at the center of Floor 3 the height is 35'

### ***CONCRETE FLOORS***

There are two concrete floors located at Chilliwack Heritage Park. If there are cars, RVs, motorcycles or equipment of any kind parked on either floor, there must be protection laid to ensure that neither battery acid nor fluids of any kind leak, thereby damaging the floor. If damage occurs, the Lessee will be wholly responsible for the cost of any and all repairs.

### ***CUSTODIAL SERVICES***

Custodial staff is present during all shows and will ensure the cleanliness of the interior and exterior of the facility. This includes garbage removal, cleaning of washrooms and the maintenance of all public areas used by your event. This service is complimentary with your rental.

### ***DAMAGE TO FACILITY, PROPERTY AND CONTENTS***

A full inspection is done before and after each event. Any damage to Chilliwack Heritage Park or its property must be reported immediately to the facility staff. The Client is responsible for all damage caused to the facility and its property resulting from the event. Furthermore, the Client is to leave the facility at the conclusion of the Contract Period or the Move-Out Period, as applicable, in the same condition and state of repair as received by it.

### ***Overhead Doors***

Overhead doors are easily damaged; therefore, please ask facility staff for assistance.

### ***DELIVERIES / FREIGHT***

We request your support and cooperation in our efforts to regulate delivery of freight and goods to the facility.

Chilliwack Heritage Park will accept delivery of property addressed to the Lessee the week prior to the event. It is the responsibility of the Client to inform Chilliwack Heritage Park of any deliveries prior to the event.

Chilliwack Heritage Park will not be liable for any loss, damage or injury to such property and the Lessee will indemnify and hold harmless Chilliwack Heritage Park for any loss or damage to such property in the receipt, handling, care or custody of such property at any time.

The Lessee further indemnifies Chilliwack Heritage Park from any claims from any third party for loss or damage to property while at the facility during the time covered by the Contract.

Chilliwack Heritage Park will NOT Accept COD deliveries.

### ***DEPOSITS***

#### ***Commercial:***

To reserve the facility in part or in whole, a deposit equal to 10% (or minimum \$200 per floor) of the entire rental agreement is required. A contract will then be issued and will lay out the dates for up to three additional deposits which will be required in the lead up to the event, with full payment due no later than 30 days prior to the event date. If an event is cancelled for any reason by the Client, any and all deposits made are wholly non-refundable and the Client shall reimburse Tourism Chilliwack Inc. for all additional costs or losses incurred by Tourism Chilliwack as a result of the cancellation.

#### ***Non-Profit:***

To reserve the facility in part or in whole, a deposit in the amount of \$500 (or \$200 depending on rental area booked) per area reserved is required. Prior to the event, a contract will be issued and will layout the dates for up to three additional deposits which will be required in the lead up to the event, with full payment due no later than 30 days prior to the event date. If an event is cancelled for any reason by the

Client, any and all deposits made are wholly non-refundable and the Client shall reimburse Tourism Chilliwack Inc. for all additional costs or losses incurred by Tourism Chilliwack as a result of the cancellation.

### ***DISPLAY COMPANIES***

The preferred Chilliwack Heritage Park display supplier is Show in Motion.

All Display Company employees must be covered under Work Safe BC.

All Display Companies must comply with Chilliwack Heritage Park policies and procedures.

Set-up and tear-down by the Display Company is to be completed on the dates and schedules outlined in your Contract Agreement, otherwise additional charges may be incurred.

Any equipment rentals, damages or other costs incurred by Display or Labour Contractors are the responsibility of the Client.

### ***ELECTRICAL SERVICES***

Electrical Services are supplied exclusively through Show in Motion. Contact Show in Motion for all your electrical service needs.

All electrical equipment used and offered for sale or displayed must be labeled CSA Approved. It is the responsibility of the Client to ensure that exhibitors comply with Local / Provincial / Federal Electrical Safety requirements and approvals.

All electrical cables must be secured and matted to conform to electrical / safety standards.

All electrical cables are subject to inspection at any time.

It is the responsibility of the Clients and Exhibitors to protect their electrical equipment from possible power surges.

### ***EQUIPMENT OPERATORS***

Chilliwack Heritage Park welcomes private equipment and operators at the facility provided that they conform to Work Safe BC regulations.

### ***Forklift Operators & Forklifts***

A current valid certification is required for all forklift operators.

Copies of individual certifications must be mailed / faxed / emailed to the Facility Manager at least one week prior to Move-in day. Rental, personal and company forklifts must have valid inspection stickers.

- **Although Heritage Park forklift is not available for the Client to use, the forklift and operator is available for rent at \$40.00 (tax included) per hour.**

### ***FIRE REGULATIONS***

All floor plans require approval from The City of Chilliwack Fire Department at 604-792-8713.

All of the sidewalks, entries, passages, concourses, lobbies, halls or stairways, or public spaces of the facility or of the venue must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed at all times.

All decorations and decorative material must be flame retardant. All decorative materials will be approved by the City's Fire Inspector, prior to installation

The following are not allowed within the facility without the prior written consent of the Operator:

- any engines or motor or machinery
- oils, burning fluids, camphene, kerosene, naphtha, acetylene, gasoline, or any other agent other than electricity for illuminating the facility
- trailers or vehicles with propane tanks

### ***FIREARMS DISPLAYS***

Firearms for the purpose of display are permitted at Chilliwack Heritage Park.

It is the responsibility of the Exhibitor to have all relevant permits displayed at the event.

It is the responsibility of the Show Management to provide security 24 hours / day while firearms are within the facility.

### ***FIRST AID***

Chilliwack Heritage Park has a First Aid Room located at the entrance of the facility.

It is the responsibility of the Show Management to arrange for qualified First Aid for their show, attendees and staff.

All accidents / incidents must be reported to facility management.

Wheel chairs are located in the First Aid Room. Wheel chairs must be signed out through facility staff and returned after use. Charges will apply if wheel chairs are not returned.

### ***FLOOR LOADS***

The maximum load capacity of Heritage Park's concrete floors is 250lbs/sq. ft.

### ***FLOOR PLANS & EVENT CHECKLIST***

Floor plans and checklists are provided to you at the time that a contract is issued. Comprehensive plans for your show must be submitted to the administration office at least two weeks prior to set-up. Fulfillment of last minute requests may not be possible.

**Floor plans are attached for your convenience. (Pages 17 – 20)**

### ***FLOOR MARKING***

It is acceptable to use Lowry yellow lane marking tape, sidewalk chalk, chalk line and electrical tape to mark the concrete floors. **Please note that any cleaning or removal of non-approved adhesives or products by Heritage Park staff will be billed accordingly.**

### ***FOOD & BEVERAGE SERVICES***

The Operator shall have and does hereby reserve the right to operate and maintain its regular concessions on the required floor space.

No one is permitted to bring into the facility concessions of any kind without the prior knowledge, written permission and the consent of the Facility Manager.

It is the responsibility of the Client to contact Steve, Heritage Hut Manager at 604-702-8751 to arrange for food services at each event.

Exhibitors and show management are **NOT PERMITTED TO BRING FOOD, BEVERAGE AND/OR ALCOHOLIC BEVERAGES** into the facility.

Chilliwack Heritage Park has a Liquor Primary License. As such, we can arrange liquor services at your event...from weddings to receptions, to dances and anything in between.

It is the responsibility of the Client to contact **Fiery at 604-824-9927** for events that require alcohol service and to review policies and procedures.

It is the responsibility of the Client to ensure that all exhibitors comply with all local health and safety regulations.

Approved food service exhibitors may hand out samples at their respective booths. The samples are limited to 4 ounces of liquid and 1 ounce food portions.

### ***GARDEN SET-UPS***

Clients or exhibitors who set-up garden displays using soil, bark mulch or other materials **MUST** place plastic sheets or tarps underneath the displays to protect the floor. It is the responsibility of the Client and/or exhibitor to remove all products from the building during the time period as established on the contract. If there is extra cleaning required to remove stains or any damage to the floor as a result of these set-ups, the entire cost will be billed to the Client accordingly.

### ***GARBAGE & MANURE REMOVAL***

Heritage Park is pleased to provide you with four complimentary, 4-yard garbage bins for your regular waste removal. If additional bins are required there will be an additional cost. For shows requiring manure removal, a 40-yard bin is available which will be billed to you upon the conclusion of your event. The charge includes delivery of bin(s), loading and dumping of manure waste. All manure must be completely removed from the site and depending on the amount of waste, this could involve multiple bins. For your convenience, a large, concrete manure bunker and strategically placed yellow manure barrels are provided for the quick removal of manure from the grounds. *Cardboard Removal is available for a charge as well.*

**Please note that any cleaning of manure from our grounds (grass or gravel) by Heritage Park staff will be billed accordingly. Additionally, manure must**

**not be placed in garbage cans nor must garbage be placed in manure cans as extra charges will then be applied.**

### ***GROUND PREPARATION***

It is the sole responsibility of the Client to communicate footing requirements to Chilliwack Heritage Park at least one month prior to the rental.

Ground preparation charges will apply.

### ***HOURS OF OPERATION***

Chilliwack Heritage Park Office is open 8 am – 4 pm, Monday to Friday.

Additional opening hours may occur due to special event bookings that are pre-arranged during opening hours.

### ***INSURANCE***

It is the responsibility of the Client to obtain and maintain in force during the Move-In Period, Contract Period, and Move-Out Period the following insurance coverage in a form satisfactory to the Management of Chilliwack Heritage Park:

- Comprehensive General Liability insurance with bodily injury to, death of, or property damage to, third parties, and property of the Operator and of the City of Chilliwack not in the care, custody and control of the Lessee and such policies of insurance shall include Tourism Chilliwack Inc. and the City of Chilliwack as Additional Insured's.

Failure to provide the required insurance will render the contract null and void.

Written evidence in the form of a certificate or certified copy of an insurance policy issued by the insurer shall be delivered to Chilliwack Heritage Park seven (7) days prior to the event.

The Client shall ensure that all personnel engaged by or on behalf of the Client shall be covered by Work Safe BC insurance, or equivalent, where required by law.

It is the responsibility of the Client to insure their property whilst such property is on or about the facility and that if the Client omits to so insure its property, it shall do so at its own risk and the Operator shall not be liable for any loss or damage to the Clients property no matter how or by whom

caused. Any insurance policies obtained by the Client for its own property shall contain a waiver of subrogation in favor of the Operator.

Public open riding guests must sign a Waiver of Liability form and provide proof of BC Horse Council membership. Further, riders **must check in at the office prior to riding.**

### ***INTERNET***

Free basic Internet service is available on site (3 – 15 sessions; ***will not support video or sales transactions***). You can also purchase a premium day pass that will support sales transactions for \$20 per day, per device (your connection will not switch between devices).

### ***KEYS***

If your event requires a renter key, then you may sign one out through Heritage Park administration. Keys must be returned upon the conclusion of the event. Failure to return keys will result in a replacement charge of \$100.

### ***LICENSES***

The Client is responsible to procure at its own expense all licenses, permits and health and safety approvals from municipal, provincial or federal authorities which may be required to operate or conduct the event and to pay all fees and taxes levied against it as a result of, or in connection with, the event

### ***LOST & FOUND***

Lost and found items are stored in the Administration Office of Chilliwack Heritage Park for 30 days. After that period, all articles are disposed of at the sole discretion of Chilliwack Heritage Park.

### ***MARKETING***

Chilliwack Heritage Park provides you with a variety of opportunities to promote your business or event. For more information concerning promotional opportunities please contact the office at 604-824-9927.

### ***MOTORIZED VEHICLES***

All motorized vehicles owned by Chilliwack Heritage Park are to be operated by authorized personnel.

Vehicles and trailers which are on display or located in the facility are subject to the following conditions:

- Battery cables must be disconnected



- Drip pans under vehicles
- Vehicles are clean and dry
- Gas caps locked or sealed
- Gas tanks are less than ¼ full
- Keys to be left with event manager

The Operator has the right to refuse to allow any such material, substances, equipment or object to be brought into the facility and the further right to require its immediate removal if found at the facility.

### ***OUTDOOR ARENAS & MULTI PURPOSE FIELDS***

Chilliwack Heritage Park offers the following outdoor arenas and multipurpose fields:

- Infield
- Rodeo arena
- Multipurpose field (10 acre site)
- 2 sand rings
  - Dressage (120 x 250)
  - General purpose (120 x 250)

### ***PARKING***

It is the responsibility of the Client to provide parking attendants to organize and monitor the parking of **participants**, vehicles, campers and trailers connected to the event.

When parking attendants are required to control **visitor** parking, Chilliwack Heritage Park will make arrangements with a local non-profit organization.

Parking is by donation.

### ***PROPANE***

Propane tanks are not allowed without prior consent from the facility management and the Chilliwack Fire Department.

### ***PYROTECHNICS***

All Pyrotechnics must be approved by Chilliwack Heritage Park management.

Written approval from the local Fire Department must be provided to Chilliwack Heritage Park a minimum of 2 weeks prior to your event.

***RATES*** (see attached schedules pages 22-26)

### ***RECYCLING***

Heritage Park has an aggressive, on-going recycling program and we are committed to reducing the amount of waste generated on-site. We have recycling containers set-out on all show floors for beverage bottles and cans. There are cardboard bins on site; all cardboard must be flattened and disposed of in these bins. All organic matter is also recycled. **All** recycling will be disposed of in the required manner by Heritage Park staff

### ***SAFETY***

There is the expectation that all staff, clients, contractors, suppliers, exhibitors and guests fully comply with all WCB (Worksafe BC) health and safety requirements as well as all other regulations as set out by any and all governmental authorities and insurance underwriters.

### ***SECURITY***

Lessees must arrange for security in the specific area of their rental. Heritage Park staff locks down the building each night. If animals are left in the building overnight the lessee's security personnel must be stationed **IN** the building (if the lessee leaves the building unattended, for whatever reason, Heritage Park will bring in security and the lessee will be billed min. of 4 hours. Heritage Park's admin office is open M - F from 8 am to 4 pm and must remain accessible to the general public via the main entrance during this time.

### ***SHOW OFFICE***

Heritage Park is pleased to provide you with a show office & ticket office, if required, at no additional cost to you (with a rental of a weekend event). You must arrange for the use of the show office through Heritage Park administration and it is on a first-come, first served basis.

### ***SIGNAGE***

Any and all event signage must be of professional quality. All signs are to be affixed using approved materials only (refer to ADHESIVES section). At the point of move-out, all signs and materials must be fully removed.

- **Please note that any cleaning or removal of signage by Heritage Park staff will be billed accordingly.**

## ***SMOKING***

As of October 1, 2015, the City of Chilliwack's new "Outdoor Public Spaces Smoking Regulation Bylaw, 2015, No. 4318" came into effect. **No smoking of any kind (including cigarettes and marijuana) is permitted at any public facility which includes Chilliwack Heritage Park.**

## ***SOUND EQUIPMENT***

Chilliwack Heritage Park has an in-house public address system. If there are urgent matters that need to be relayed to the general public, please contact on-site staff and they will ensure that the announcements are handled promptly and efficiently. For your use, we have mic and cords and a mixer available (on a first come; first served basis). These items are tied into our in-house system and can be isolated to specific rental areas. Please note your request on your Heritage Park checklist so that the item(s) may be left out for your move-in. If you require a cordless mic, comprehensive sound systems or any AV equipment, you must arrange for that separately. We recommend that you contact Go Audio well in advance of your event at 604-792-2856 to arrange for their services.

## ***STAGING***

Chilliwack Heritage Park has a stage available for on-site rentals. The stage includes 20 – 4' X 8' sections as well as 2 sets of stairs, back rails and skirting. To reserve the stage, contact the administration office.

## ***TAXES***

Applicable taxes will be applied to all rentals, staffing and services.

## ***TEMPERATURE (BULDING)***

Chilliwack Heritage Park is equipped with a propane-fired, radiant tube heating system. To adjust the heat, show management must contact Heritage Park staff. Floors are equipped with ventilation fans and static louvers for air circulation. Our facility is not heated during move-in and move-out periods.

## ***WARM WASH***

Warm Wash facilities are available on site at a cost of \$1.00 for 2 minutes.

## ***WASHROOMS***

Washrooms are located on the north end of Floor 3 and south end Floor 2. All washrooms are fully equipped with washroom stalls for Guests with disabilities'. There is a family room located on the north end of Floor 3.

Shower facilities are available in all washrooms except the family room.

## ***WATER***

Cold water is available but limited. Due to limited access to water sources, it is crucial that Chilliwack Heritage Park staff are notified well in advance of your Move-in to see how this can be accommodated.



**CHILLIWACK  
HERITAGE PARK**  
*Events Happen Here*

## Section 2

Contact  
Information



***Chilliwack Heritage Park is proudly managed by Tourism Chilliwack Inc.***

Tourism Chilliwack operates the Chilliwack Visitor Centre, located directly in front of Chilliwack Heritage Park. Our staff develop, co-ordinate and deliver tourism marketing programs aimed at promoting Chilliwack as a tourist destination and to create a strong business approach to generating other revenue streams. In 2008, Tourism Chilliwack acquired the Chilliwack Flag Shop franchise and in January of 2012 the City of Chilliwack awarded the management agreement for Chilliwack Heritage Park to Tourism Chilliwack.

The management and staff are committed to your satisfaction. We would be pleased to work with you to help make your event a success.

Tourism Chilliwack Inc.

44150 Luckakuck Way  
Chilliwack, B.C. V2R 4A7

Tel: 604-858-8121

Fax: 604-858-0157

[www.tourismchilliwack.com](http://www.tourismchilliwack.com)

***\*\*\*\* All booking inquiries should be directed  
to Louise at 604-824-9927 [lmillar@chilliwackheritagepark.com](mailto:lmillar@chilliwackheritagepark.com)\*\*\*\****

*Section 2:  
Contact Information  
Chilliwack Heritage Park Supplier List*

Chilliwack Taxi		604-795-9111
Cheam Taxi	Yale Road (north side) Vedder Road (south side)	604-793-4444 604-824-2800
Gidney Signs	Signage Requirements 7819 Orr Road Chilliwack, B.C. V2R 1L4	604-858-5696 <a href="mailto:gidneysigns@shaw.ca">gidneysigns@shaw.ca</a> <a href="http://www.gidneysigns.ca">www.gidneysigns.ca</a>
Show In Motion Services Inc.	All Electrical, Lighting, Pipe & Drape Requirements 11625, 115 <sup>th</sup> Street Osoyoos, B.C. V0H 1V5	250-495-5025 <a href="http://www.showinmotion.com">www.showinmotion.com</a>
Burden Propane	Propane Requirements Box 394 Harrison Hot Springs B.C. V0M 1K0	604-792-9415 <a href="http://www.burdenpropanance.com">www.burdenpropanance.com</a>
Allegiance 1 Security Inc.	Security Requirements 201 – 45831 Hocking Avenue Chilliwack, B.C. V2P 1B5	604-701-1692 <a href="mailto:len@allegiance1.ca">len@allegiance1.ca</a>
Go Audio	AV Requirements 45781 Hocking Avenue Chilliwack, B.C. V2P 1B5	604-792-2856 <a href="http://www.goaudio.ca">www.goaudio.ca</a>

*Section 2:  
Contact Information  
Media Contact List: Newspapers*

Chilliwack Progress	45860 Spadina Avenue Chilliwack, B.C. V2P 6H9 <a href="http://www.theprogress.com">www.theprogress.com</a>	Tel: 604-702-5550 Fax: 604-702-5542
The Vancouver Sun	1-200 Granville Street Vancouver, B.C. V6C 3N3 <a href="http://www.canada.com/vancouver/vancouver/sun">www.canada.com/vancouver/vancouver/sun</a>	Tel: 604-605-2111 Fax: 604-605-2720
The Province	1 – 200 Granville Street Vancouver, B.C. V6C 3N3 <a href="http://www.canada.com/vancouver/theprovince">www.canada.com/vancouver/theprovince</a>	Tel: 604-605-2222 Fax: 604-605-2720

*Section 2:  
Contact Information  
Media Contact List: Radio*

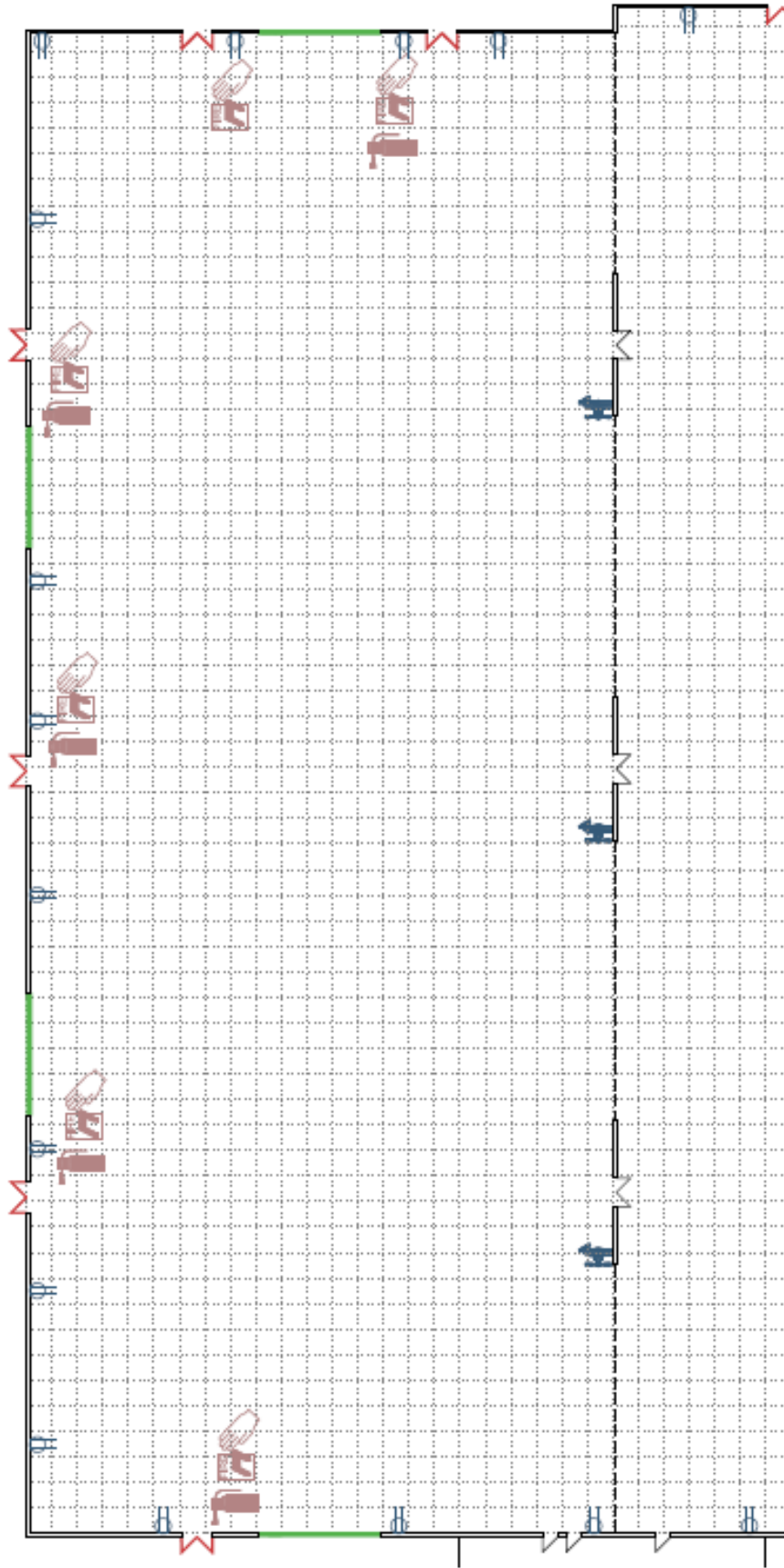
Country 107.1 (Country Music Radio)	318 – 31935 South Fraser Way Abbotsford, B.C. V2T 5N7	Tel: 604-853-4756 Fax: 604-853-1071 <a href="http://www.country1071.com">www.country1071.com</a>
93.7 JRFM (Country Music Radio)	1401 West 8 <sup>th</sup> Avenue Vancouver, B.C. V6H 1C9	Tel: 604-731-7772 Fax: 604-731-0493 <a href="http://www.jrfm.com">www.jrfm.com</a>
Star 98.3 FM	309 – 46167 Yale Road Chilliwack, B.C. V2P 2P2	Tel: 604-795-5711 Fax: 604-795-2983 <a href="http://www.starfm.com">www.starfm.com</a>
89.5 The Drive	312- 46167 Yale Road Chilliwack, B.C. V2P 2P2	Tel: 604-795-2429 Fax: 604-795-9472 <a href="http://www.895thedrive.com">www.895thedrive.com</a>









*Section 2:  
Contact Information*

*Chamber Contact List*

City of Chilliwack Chamber of Commerce	201 – 46093 Yale Road Chilliwack, B.C. V2P 2L8	Tel: 604-793-4323 Fax: 604-793-4303 <a href="http://www.chilliwackchamber.com">www.chilliwackchamber.com</a>
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Section 3:



-  FIRE ALARM PULLSTATION
-  FIRE EXTINGUISHER
-  ELECTRICAL OUTLET
-  HOSE BIB
-  OVERHEAD DOOR
-  FIRE DOOR
-  CURTAIN
-  NORTH

NOTE THIS DRAWING IS INTENDED FOR GENERAL LAYOUT AND IS PROVIDED FOR CONVENIENCE ONLY. SYMBOLS ARE LOCATED GRAPHICALLY ONLY AND ARE NOT TO SCALE.

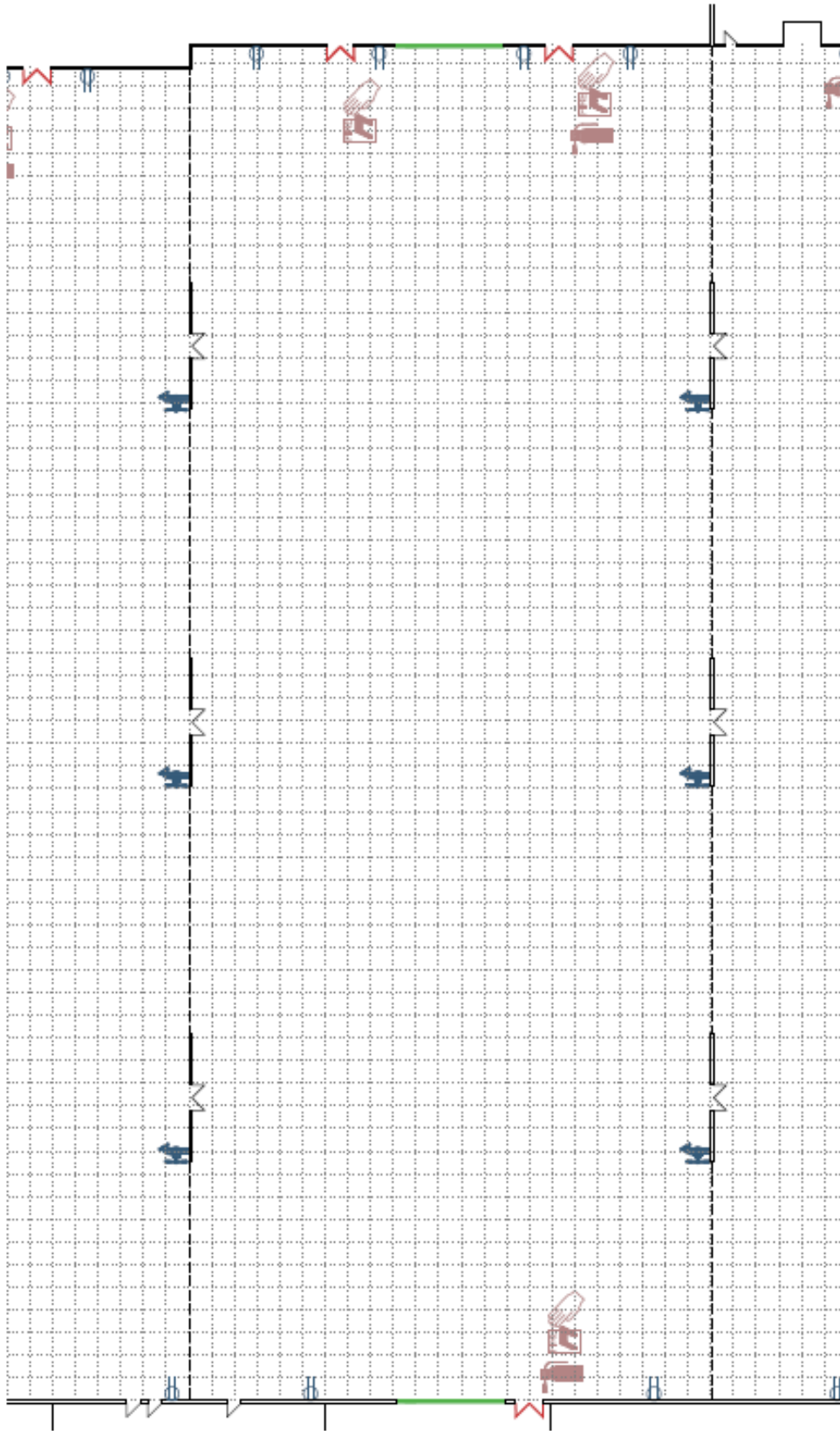
Floor 1









Scale : 1:400  
Grid : 5'-0"





Section 3:  
Floor Plans – Floor 2



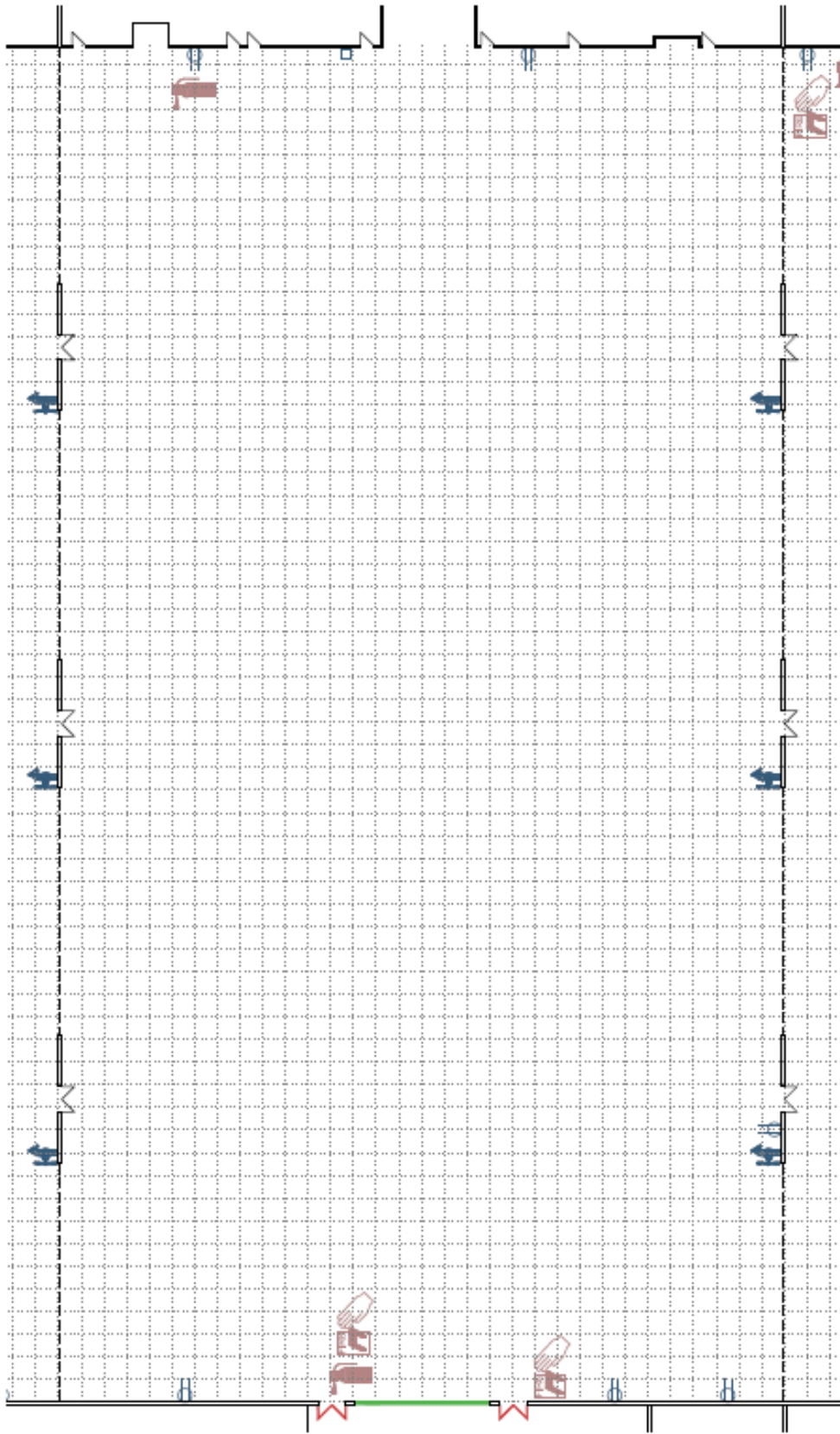
-  FIRE ALARM PULLSTATION
-  FIRE EXTINGUISHER
-  ELECTRICAL OUTLET
-  HOSE BIB LOCATION
-  OVERHEAD DOOR LOCATION
-  FIRE DOOR LOCATION
-  CURTAIN
-  NORTH









NOTE: THIS DRAWING IS INTENDED FOR GENERAL LAYOUT AND IS PROVIDED FOR CONVENIENCE ONLY. SYMBOLS ARE LOCATED GRAPHICALLY ONLY AND ARE NOT TO SCALE.

**Floor 2**  
Scale : 1:400  
Grid : 5'-0"



Section 3:  
Floor Plans - Floor 3



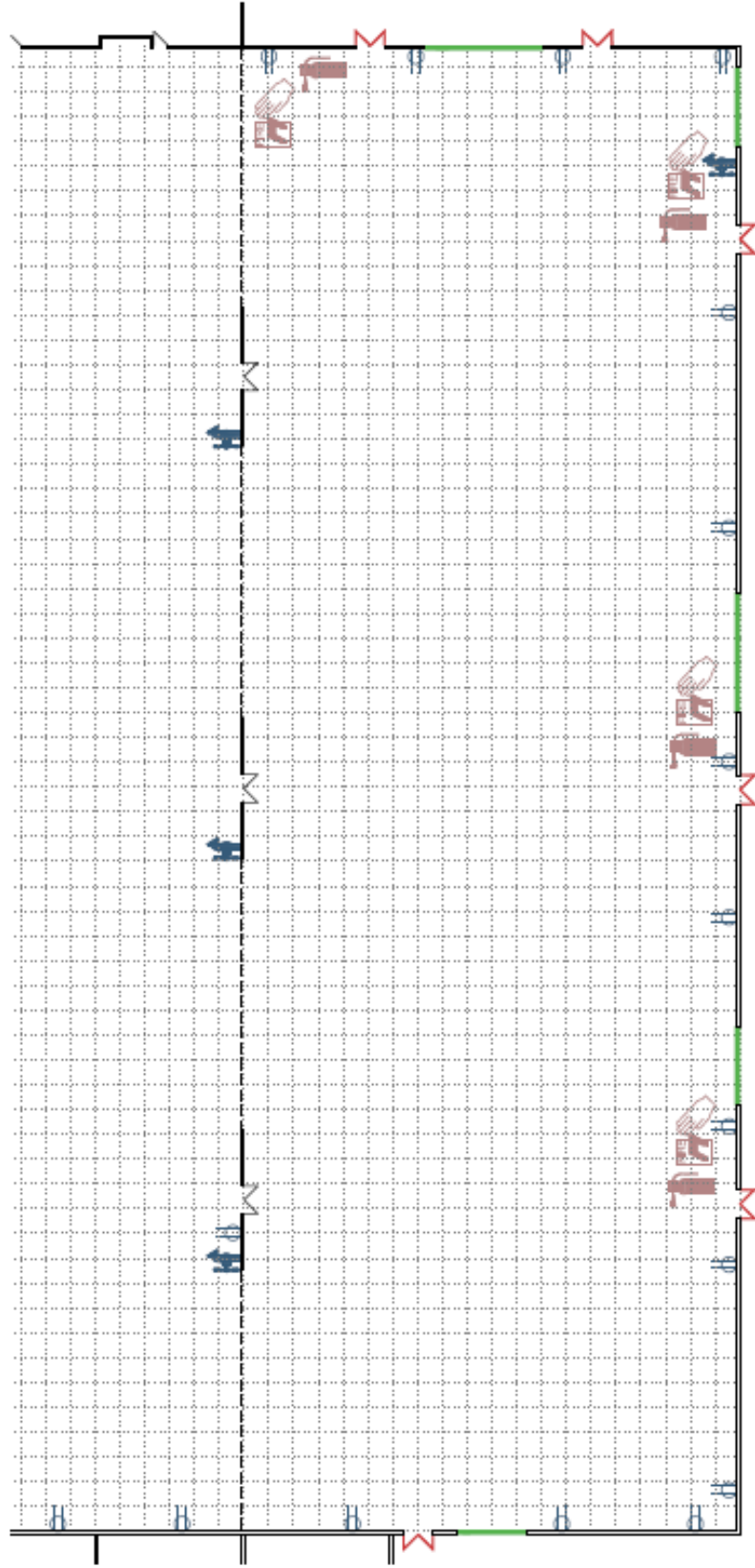
-  FIRE ALARM PULL STATION
-  FIRE EXTINGUISHER
-  ELECTRICAL OUTLET
-  HOSE REEL
-  OVERHEAD DOOR LOCATION
-  FIRE DOOR LOCATION
-  CURTAIN
-  NORTH









**Floor 3 - Cannor Arena** NOTE THIS DRAWING IS INTENDED FOR GENERAL LAYOUT AND IS PROVIDED FOR CONVENIENCE ONLY. SYMBOLS ARE LOCATED GRAPHICALLY ONLY AND ARE NOT TO SCALE.

Scale : 1:400  
Grid : 5'-0"



Section 3:  
Floor Plans – Floor 4



-  FIRE ALARM PULLSTATION
-  FIRE EXTINGUISHER
-  ELECTRICAL OUTLET
-  HOSE BIB LOCATION
-  OVERHEAD DOOR LOCATION
-  FIRE DOOR LOCATION
-  CURTAIN
-  NORTH

**Floor 4 - Heppner Arena**  
 NOTE: THIS DRAWING IS INTENDED FOR GENERAL LAYOUT AND IS PROVIDED FOR CONVENIENCE ONLY. SYMBOLS ARE LOCATED GRAPHICALLY ONLY AND ARE NOT TO SCALE.

Scale : 1:400  
 Grid : 5'-0"





**CHILLIWACK  
HERITAGE PARK**  
*Events Happen Here*

# Section 4

Rates

Section 4:  
Rates: Commercial



## CHILLIWACK HERITAGE PARK

*Events Happen Here*

### Commercial Rates – Indoor 2020/2021

	Exclusive Use of Site	Floors 1 & 2 (Each)	Floors 1 or 2 (1/2 floor)	Floor 1 or 2 (2/3 floor)	Floor 3	Floor 4
<b>Daily</b>	\$6,790.00	\$1,354.00	\$927.00	\$1,138.00	\$1,776.00	\$1,354.00
<b>Set-up day</b>	\$3,395.00	\$677.00	\$463.50	\$569.00	\$888.00	\$678.00

### Commercial Rates – Outdoor 2020/2021

	Rodeo Arena	Multi-Field
<b>Daily</b>	\$927.00	\$1,138.00
<b>Set-up day</b>	\$463.50	\$569.00

**ALL RENTALS ARE SUBJECT TO APPLICABLE TAXES**

[EventsHappenHere.com](http://EventsHappenHere.com)

Section 4:  
Rates: Non Profit



# CHILLIWACK HERITAGE PARK

*Events Happen Here*

Non Profit Rates 2020/2021							
	Floors 1 & 2 (Each)	Floor 3	Floor 4		Rodeo Arena	Multi-Field	Exclusive Use Per Day
<b>Youth</b>	\$610.00	\$610.00	\$610.00		\$370.00	\$370.00	\$2,810.00
<b>Set-up day</b>	\$305.00	\$305.00	\$305.00		\$185.00	\$185.00	
<b>Adult</b>	\$927.00	\$927.00	\$927.00		\$478.00	\$580.00	\$4,774.00
<b>Set-up day</b>	\$463.50	\$463.50	\$463.50		\$239.00	\$290.00	

**ALL RENTALS ARE SUBJECT TO APPLICABLE TAXES**

Section 4:

Rates: Adult/Youth Hourly Rates



## CHILLIWACK HERITAGE PARK

*Events Happen Here*

### Adult/Youth Hourly Rates 2020/2021

	Sand Rings	Floors 1 & 2 (Each)	Floor 3	Floor 4	Rodeo Arena	
Youth Hourly	\$18.00	\$28.00	\$28.50	\$28.50	\$18.00	
Adult Hourly	\$24.00	\$56.50	\$56.50	\$56.50	\$24.00	

Youth Daily	\$105.00
Adult Daily	\$140.00

SHOW OFFICE RENTAL \$24.00 per hour

FLOOR 1 & 2 MEETING SPACE RENTAL \$56.50 per hour

Youth rate only applies when 100% of the riders are 18 years of age and under. There is a charge for specialized footing. Please contact the Administration Office Well in advance to make arrangements.

Private rentals on Saturday and Sunday must be a minimum of 4 hours. For outdoor evening rodeo rentals, a Hydro surcharge will apply at the rate of \$25 per hour.

**ALL RENTALS ARE SUBJECT TO APPLICABLE TAXES**

[EventsHappenHere.com](http://EventsHappenHere.com)



# CHILLIWACK HERITAGE PARK

*Events Happen Here*

## CHILLIWACK HERITAGE PARK RATES 2020:

**-Chairs (first come; first serve)** Outdoor Use/Indoor use No Charge

**-Tables (first come; first serve)** Outdoor Use/Indoor use No Charge

**-Bleachers (removing & replacing)** Large \$400.00  
Small \$150.00

**-Stalls** Per stall \$35.00 per night

If stalls are to be set up on Floor 1 and/or 2 there will be a charge of \$20.00 per stall per weekend for rubber matting. If stalls are not cleaned out, a \$50.00 cleaning fee per stall applies.

**-Rodeo Pens** Per stall \$50.00 per night

**-Harrowing (min. 4 consecutive hrs. per day)** Tractor and Operator Please contact the office

If required for more than 8 consecutive hours additional charges may apply

Harrowing schedule must be submitted to the office at least 3 days prior to event

**-Manure Bin** Loading Charge \$40.00 per bin

Arrangements for a manure bin and the disposal of same are to be made by the Lessee. Alternatively, the Operator will make the arrangements and the Lessee will be billed at the provider's current rate

**-Clean up of Manure** \$40.00 per hour

Lessee is responsible for cleanup of all manure including gravel road ways, walkways and all grass areas (where animals may have been during the Event. Any clean up done by Facility Staff will be billed at the above rate

**-Specialized Arena Footing** (as per the instructions of the Lessee) Billed to the Lessee

Lessee is responsible for making arrangements directly with the Facility prior to the Event. Charges apply.

**-Rubber Matting (Dog Show etc.)** \$400.00 **minimum**

**-Forklift** (Machine and Operator; minimum 1 hour) \$40.00 per hour incl. tax

The use of the forklift and operator to load and /or unload product is only available during operating hours. The exhibitor must contact the office 24 hours prior to arrival of product to make arrangements

**-Scissor Lift** (Machine and Operator; minimum 1 hour) \$40.00 per hour incl. tax

The use of the scissor lift and operator to load and/or unload product is only available during operating hours. The exhibitor must contact the office 24 hours prior to arrival of product make arrangements.



**-Garbage (4- 4 yard bins complimentary with rental; extra dumps billed at provider's current rate)**

**-Wooden Pallet Clean-up fee** \$40.00/hr plus dumping fee

**-Cardboard Bin** Billed at provider's current rate

**-Tents (first come; first serve)** 20 x 20 (2 available) \$175.00 per tent

**-Stage** \$500.00

**-CHILLIWACK HERITAGE PARK CAMPING RATES 2016**

Dry Camping Per site \$12.00 per night  
Electrical Hook-ups Per site \$22.50 per night

**-CHILLIWACK HERITAGE PARK LABOUR RATES 2016**

General Labourer \$30.00 per hour  
General Labourer plus equipment \$40.00 per hour  
Machine Operator \$40.00 per hour  
Custodial \$30.00 per hour

**-CHILLIWACK HERITAGE PARK BUSINESS SERVICES RATES 2016**

**Photocopying**

Black and White Up to a maximum of 10 pages \$0.15 per copy  
Colour Up to a maximum of 10 pages \$0.20 per copy

**Fax Services**

Receiving Complimentary  
Sending Within Canada \$1.00 per page  
To the US \$2.00 per page  
Overseas Rate will vary

For larger copying jobs and office supplies, etc.

Staples Business Depot 604-824-8474 M-F 8 am – 9 pm  
101-7491 Vedder Road www.staples.ca Sat 9 am – 6 pm  
Chilliwack V2R 6E7 Sun 10 am – 6 pm

**-CHILLIWACK HERITAGE PARK MISCELLANEOUS RATES 2016**

Clean Up Fee: \$300.00 minimum  
Norich Electric: Installation, repair and upgrades Contractor's Rates  
Show in Motion: Provision of electric at events Contractor's Rates

**NO OTHER ELECTRICAL CONTRACTORS ARE PERMITTED.**

The Lessee is responsible to make all necessary arrangements directly with the contractor and to make payment directly to them.

- **All rates are subject to applicable taxes unless otherwise stated**