



**CHILLIWACK  
HERITAGE PARK**  
Events Happen Here

**Heritage Park Event Checklist** (revised September 7, 2018)

Please complete and return **two weeks prior to your event. If you do not indicate all of your show requirements on this document, it may not be possible to facilitate the service required.**

**Event:** \_\_\_\_\_

**Move-In Date(s):** \_\_\_\_\_

**Move-Out Date(s):** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Public Show Hours:** \_\_\_\_\_

**Event Location (ie: which floor or outdoor area):** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Event Website:** \_\_\_\_\_

**Approx. how many people/day do you expect at your event?** \_\_\_\_\_

**Does your show include evening performances that will attract a large audience? YES/NO**

In detail, please provide daily **time start** and **finish time**. This information will facilitate staff time to unlock doors, turn lights/heat etc. for your event. During large events, custodial hours run 8 a.m. – midnight. If you require staffing outside of these normal hours, they must be indicated and charges will apply. Reasons for start time earlier than 8 a.m. must be noted.

**(Sample: Thursday: 5am to 10:30pm Reason: Floor marking and set up)**

**Tuesday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Friday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Saturday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Sunday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Monday:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**What do you require: (please check & explain where necessary)**

**Food Concessions: Please call Marianne Bonnar/ Heritage Hut at 604-614-0506  
or email [hecter216@gmail.com](mailto:hecter216@gmail.com) to confirm concession hours of operation during your show.**

**Alcohol Service: Please call Fiery Van den Boom/Heritage Park at 604-824-9927.**

**Tables: (how many/show where on attached map) \_\_\_\_\_**

**Chairs: (how many/show where on attached map) \_\_\_\_\_**

**Garbage Cans: (show where on attached map) \_\_\_\_\_**

**Bleachers Added: (charges may apply/show on attached map) \_\_\_\_\_**

**Bleachers Removed: (charges apply; show on map) \_\_\_\_\_**

**Festival fencing: (charges apply; show on map) \_\_\_\_\_**

**Vinyl fence panels: (charges apply; show on map) \_\_\_\_\_**

**Videographer stand on bleachers (charges apply) \_\_\_\_\_**

**Steel fence movement (charges apply; show on map) \_\_\_\_\_**

**Electrical Cord Drop-down Requirements (Floors 2 & 4 only) \_\_\_\_\_**

**Mic & cord only (can be provided on a limited basis) \_\_\_\_\_**

**Overnight Camping Requirements (# of electrical hookups) \_\_\_\_\_**

**Do you require overnight washroom access? \_\_\_\_\_**

**Ticket Office \_\_\_\_\_**

**Show Office \_\_\_\_\_**

**First Aid Room (must be used *only* for first aid purposes) \_\_\_\_\_**

**Stage or risers (based on availability; contact office for pricing) \_\_\_\_\_**

**Stalls...How many? \_\_\_\_\_**

**Manure Bins (charges apply) \_\_\_\_\_**

**Extra Garbage Bins (charges apply) \_\_\_\_\_**

- **Is there any part of YOUR SETUP that you would like done by Heritage Park Staff? Additional charges apply.**

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- **Is there any special cleaning you would like done at the end of the night to prepare for the next day? Additional charges apply.**

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- **Is there anything else you'd like us to be aware of? \_\_\_\_\_**

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- What would you like on the reader board at the entrance to Heritage Park? (We reserve the right to edit if needed as available space is very limited.)
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- What additional information should we include on our website & Facebook page about your event? (Admission cost, start/end times, website, etc.)? Please provide the information in a timely fashion so that your customers can be informed when they check our website or when they call us for information about your show.
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**Please Note:**

**\*Heritage Park does not supply tools or equipment to user groups. Please bring whatever is required to facilitate your event including hammers, hoses, nozzles, chains, shovels, mops, brooms, electrical cords, office supplies, etc. No staples or tape can be affixed to stalls, tables or building walls etc. Please consult staff as to the required material that can be used to affix items. Damage resulting from the use of such materials will be charged.**

**FOR FURTHER INFORMATION OR SHOULD YOU HAVE QUESTIONS, PLEASE CONTACT  
THE CHILLIWACK HERITAGE PARK OFFICE!**

**PHONE: 604-824-9927 FAX: 604-824-9957**

**EMAIL: [info@chilliwackheritagepark.com](mailto:info@chilliwackheritagepark.com)**

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