



**CHILLIWACK
HERITAGE PARK**
Events Happen Here

Heritage Park Event Checklist

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 to confirm concession hours of operation during your show.**

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

Tables: show on attached map *limited # of outdoor tables available # _____

Chairs: show on attached map *limited # of outdoor chairs available # _____

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) _____

***There is NO washroom/shower access between 10pm and 7am**

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.**

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

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

- 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

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