

# Heritage Park Booking Request

Please submit this form in it's entirety to request booking a venue at Heritage Park.

Note:

- This form is a request only and not confirmation of booking.
- Please review layouts and fees information prior to completing this form.
- You will receive follow-up information with availability and contract requirements.

**Event Name \***

**Organization Name (if you are not with an organization, please put the main contact person's name) \***

**Day of Event Contact Name \***

**Phone Number \***

**Email Address \***

**Mailing Address \***

**City/Town \***

**Postal Code \***

**Requested Start Date \***

**Requested End Date \***

**Alternate Start Date**

**Alternate End Date**

**What time will your event start? \***

**What time will your event finish? \***

**Will you require additional time to set up? \***

- ☐ Yes
- ☐ No

**Will you require additional time to take down? \***

- ☐ Yes
- ☐ No

**What venue are you requesting? \***

- ☐ Pavilion
- ☐ Spruce Grove Hall
- ☐ Parkland Hall
- ☐ Riding Arena
- ☐ Blueberry Stage

**Are you requesting any of the additional spaces: Bluegrass stage, commercial kitchen, East parking lot, Kinsmen concession, Pavilion washrooms, servery, riding arena, and/or West green space \***

- ☐ Yes
- ☐ No

**Please indicate which additional spaces you require. (Please note, some spaces have additional fees.)**

- ☐ Bluegrass Stage (located outside)
- ☐ Commercial kitchen (not available with only Pavilion rental)
- ☐ East parking lot
- ☐ Kinsmen concession (located within Pavilion)
- ☐ Pavilion washrooms
- ☐ Servery (located off Parkland Hall)
- ☐ West Green Space
- ☐ Riding Arena

**What type of event are you planning? \***

- ☐ Wedding
- ☐ Banquet
- ☐ Recreation Activity
- ☐ Training
- ☐ Conference
- ☐ Meeting
- ☐ Trade Show
- ☐ Other

**What layout will you require? \***

- ☐ Banquet
- ☐ Meeting
- ☐ Boardroom
- ☐ Classroom (round with chairs facing front or tables facing front)
- ☐ Theatre
- ☐ Trade Show
- ☐ U-Shaped

**How many people do you estimate will be attending your event? \***

**Audio required? \***

- ☐ Yes
- ☐ No

**Video required? (\*note: there is no video in the Pavilion) \***

- ☐ Yes
- ☐ No

**Stage Required? \***

- ☐ Yes
- ☐ No

**Will you require the podium? \***

- ☐ Yes
- ☐ No

**How many microphones will you need? \***

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ None

**Pipe/drape? \***

- ☐ Yes
- ☐ No
- ☐ Unsure

**Colour option:**

- ☐ Black
- ☐ Sheer ivory

**Would you like the portable dance floor? \***

- ☐ Yes
- ☐ No
- ☐ Unsure

**Linens for tables? \***

- ☐ Yes
- ☐ No
- ☐ Unsure

**Round tables linen:**

- ☐ Black
- ☐ White

**Six foot rectangular tables linen:**

- ☐ Black
- ☐ White

**Please check off additional tables you will need:**

- ☐ Buffet
- ☐ 50/50 sales
- ☐ Coffee/tea
- ☐ Beverage table
- ☐ AV
- ☐ Cocktail tables
- ☐ Silent auction
- ☐ Memory
- ☐ Guest book
- ☐ DJ
- ☐ Desserts
- ☐ Awards
- ☐ Drink tickets
- ☐ Photobooth
- ☐ Display
- ☐ Other

**Please explain:**

**Will you have any rental companies delivering items? \***

- ☐ Yes
- ☐ No
- ☐ Unsure

**Will the event be catered? \***

- ☐ Yes
- ☐ No

**Catering company: \***

**Will there be alcohol at your event? (Note: you will be required to obtain a liquor licence and liquor liability insurance) \***

- ☐ Yes
- ☐ No

**Please provide any additional information and details regarding your event.**

# Thank You

Our team will review your request and follow up shortly.