



**CHILLIWACK
HERITAGE PARK**
Events Happen Here

Heritage Park Event Checklist

Please complete and return this form **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) & Time(s): _____

Move-Out Date(s) & Time(s): _____

Event Date(s): _____

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

Do you require: (please check and explain where necessary)

Food Concessions: (Please call Steve/ Heritage Hut at 604-702-8751 to confirm concession hours of operation during your show.

Banquet Services: (please call Heritage Park Administration at 604-824-9927)

Alcohol Service: (please call Michael Regan/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: (how many/show where on attached 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/Garbage Bins (extra cost/bin to be billed to renter) _____

- Is there any part of YOUR SETUP that you would like done by Heritage Park Staff? Although custodial services are included in your rental price, there will be additional charges associated with extra labour (besides that agreed to on your contract).
-
-

- Is there any special cleaning you would like done at the end of the night to prepare for the next day? *(an additional charge may apply at the current labour rate)*
-
-

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

- What would you like us to try and put on our reader board at the entrance to Heritage Park? (We reserve the right to edit if needed.)
-

- 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.
-
-
-

Please Note:

***Heritage Park is not able to supply tools to user groups. Please be prepared to bring your own hammers, hoses, nozzles, chains, shovels, mops, brooms, electrical cords, office supplies, etc. (anything that you require to execute your event).**

**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

Proudly managed by

