

Destination



2012 Rental Rates

Fort Edmonton Park offers a diverse selection of 10 distinct rental venues in addition to the Hotel Selkirk, offering a truly unique setting for any gathering.

Whether you are holding a conference, meeting, wedding, company social, corporate retreat, product launch or fundraiser, let Fort Edmonton Park help you deliver the greatest time in history for your next gathering!

Fort Edmonton Park

Fox Drive & Whitemud Drive

780.423.4069 telephone

780.496.8797 fax

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Email: specialmoments@edmonton.ca

Mailing Address:

Fort Edmonton Park

Box 2359

Edmonton, AB

T5J 2R7



Destination



November 15, 2012 to January 15, 2013

X D = Christmas Season Daytime Rate

X E = Christmas Season Evening Rate

All prices inclusive of gst

Clerks' Quarters

1846 Hudson's Bay Fort

The Clerks' Quarters is one of our most popular venues, loved for its rustic setting and old-world charm.

Your guests will experience an evening cast in golden candlelight, while relaxing by the stone fireplaces or strolling outside in the Fort's courtyard.



Capacity: 90 people
Rate: Evenings - \$872
Daytime (*off season only) - \$437
X D: \$479
X E: \$960

*Available only after the Park's regular operational hours (May - September)

Jasper House Hotel

1885 Street

A distinctly unique and elegant setting, the Hotel offers a cozy main floor dining area that creates a warm and intimate atmosphere for any occasion. A lower level dining or group activity space is also included in the rental.



Capacity: 50 people (main), 30 people (lower) - rental includes both levels of the building
Rate: Evenings - \$543
Daytime - \$271
X D: \$299
X E: \$597

Not available during the Park's Summer Season (May - September)

Egge's Barn

1885 Street

Perfect for a casual dinner and dance with a western flavour. Natural pine tables complement the hardwood floor and the Dutch windows open to a picturesque view of the Park.



Capacity: 120 people
Rate: Evenings - \$792
Daytime - \$396
X D: \$436
X E: \$870
Fire Pit: (min. 2 hrs. rented only in conjunction with Egge's barn)
Rate: Evenings - \$41/hour
Daytime (*off season only) - \$20/hour
X D: \$22/hour
X E: \$46/hour

*Available only after the Park's regular operational hours (May - September)

Kelly's Saloon

1885 Street

Kick up your heels in this old-time saloon. Featuring a brass-railed long bar and an additional room with a dartboard and two pool tables. Cues, balls and chalk are supplied.



Capacity: 48 people
Rate: Evenings - \$624
Daytime - \$312*
X D: \$344
X E: \$686

*Available only after the Park's regular operational hours (May - September)

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Reed's Bazaar 1905 Street



Modern amenities with a touch of the Edwardian era combine to set the stage for any special occasion. It sets a perfect setting

for wedding receptions, meetings, retreats, conferences, workshops or seminars and is wifi equipped.

Capacity: 120 people
Rate: Evenings - \$792
Daytime - \$396
X D: \$436
X E: \$870

Ukrainian Bookstore 1905 Street

A truly attractive and comfortable setting for a meeting or small social gathering with warm wood and beautiful Victorian Parlour style lighting and is wifi equipped.



Capacity: 48 people
Rate: Evenings - \$543
Daytime - \$271
X D: \$299
X E: \$597

Blatchford Field Air Hangar W. C. Howard Room & 1920 Street

Perfect for large gatherings and offers a large grassy area in conjunction with the rental. Open the sliding doors to reveal the W.C. Howard Room, a generous multi-purpose space that is ideal for large conferences, social gatherings, and weddings. The W.C. Howard Room offers a coat room, built in audio system, a private meeting room, and a generous kitchen area with a walk-in refrigerator and freezer (on-site cooking facilities are not available). This historic hangar takes you back to Edmonton's early and exciting aviation history.



Rate: \$2846
X: \$3130
Capacity: up to 600 depending on set-up requirement.

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All prices inclusive of gst

Capitol Theatre

1920 Street



Our new Capitol Theatre is a state-of-the-art theatre and reception area offering corporate and social groups



looking for space smaller than the Blatchford Hangar but larger than the Hotel Selkirk.

Offers a wide range of usage opportunities, including live theatre, corporate meetings, weddings, AGM's, brand launches, dinner theatre as well as children's programming.

Capacity: 247 people Theatre Style Seating (243 seats plus 4 wheelchair spaces)
Can accommodate a 64 person sit down reception OR 110 - 120 person stand up cocktail reception

*Note: Tables and chairs for the reception area are not included in the rental price

Food and beverage is only allowed in the lobby/preshow area and not in the auditorium

Theatre technician is included in the rental price for up to 8 hours

Rate: \$806 (not-for-profit groups)

\$1,071 (for-profit groups)

X: \$867 (not-for-profit groups)

\$1,173 (for-profit groups)

Availability is limited due to our live theatre shows and regular operational season

Railway Salon Car

1920 Street

All aboard the most unique rental venue at Fort Edmonton Park! The elegantly appointed dining room is ideal for small meetings or intimate social gatherings. Need to relax? Enjoy the plush and comfortable seating available in the lounge.

Capacity: 12 people
boardroom style seating

Rate: Evenings - \$324

Daytime - \$162

X D: \$179

X E: \$357



Exhibits Building

1920 Street

A welcoming room with warm wood accents and images of Edmonton's past.

Capacity: 50 people

Rate: Evenings - \$543

Daytime - \$271

X D: \$299

X E: \$597



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Picnic Sites

Pond and Bellerose Picnic Sites

Each site hosts up to 20 picnic tables and is close to both 1885 the washrooms. There is ample space for fun and historical games and activities. Due to sound bylaws, all outdoor activities must end by 11 p.m. You may book a rain-out location for an additional charge, subject to availability. Some black out dates may apply.



- Capacity:** up to 100 people
Rate: Evening - \$41/hour (minimum two hours)
Daytime - \$20/hour (minimum two hours)
X Rate: \$46/hour (minimum two hours)

During the Park's regular operational hours, discounted admission rates will apply for 10 or more people. To receive the discounted group rates, please contact your rental agent 15 days in advance of your rental event date to purchase your admission tickets. There is no charge for admission once the Park is closed.

Gyro Park Picnic Site

This site features an old-fashioned playground and covered picnic shelter. Available after public hours and during the summer only.

- Capacity:** up to 50 people
Rate: Evening - \$41/hour (minimum two hours)

Fire Pits

Enjoy the natural outdoor setting at Fort Edmonton Park around one of the fire pits. Book a fire pit to complement your function at Egge's Barn or the Pond Picnic site. Availability is subject to City fire regulations and bans. Available year round however only after the Park's regular operational hours. All fires must end by 11 p.m.

Pond Fire Pit

- Capacity:** up to 100 people
Rate: Evening - \$81/hour (minimum two hours)
Daytime - \$41/hour (not available during regular operational hours)
X Rate: \$85

Egge's Barn Fire Pit

Rented only in conjunction with Egge's Barn.

- Capacity:** up to 100 people
Rate: Evening - \$41/hour (minimum two hours)
Daytime - \$20/hour (not available during regular operational hours)
X D: \$22
X E: \$46

Destination



1920s Midway & Exhibition

Bring the excitement of a carnival to your event! Wholesome fun for all ages - 1920's style where you can ride the beautiful hand-carved horses on the carousel, soar to the heavens on the Ferris Wheel, and test yourself with our games of skill. Our costumed Interpreters will provide your guests with an experience of a real 1920s-style Midway.

Carousel

Ride on this 1920s style hand carved and painted work of art. Enclosed in a period pavilion, the large windows can be open for summer breezes or closed in inclement weather. The interior benches are a perfect place to relax and watch history roll by. There are indoor washrooms and the carousel is wheelchair accessible.



Ferris Wheel *

The newly refurbished "Big Eli" Ferris wheel is a great way to see the sights at Fort Edmonton Park. This ride contains 12 seats and is 13 meters (44 feet) high at its tallest point.

The Bug Ride *

Little ones will enjoy sitting in a swing seat fashioned after their favourite bug. It's a gentle pace for young fair goers.

Picnic Area *

A covered picnic area with up to 12 picnic tables is on the midway grounds, as well as a large tent that can hold additional guests and tables, both are included in the rental price. The tent seating arrangement is 'as-is' and cannot be modified

Games *

Earn fabulous prizes playing one of the old-fashioned carnival games such as: the Hoopla Game; Plate Pitch; Spill the Milk; 3 Ball Game; the Milk Can Toss; Fish Pond and Roll Down. You can also test your strength at the High Striker.

Midway Exclusive Pricing: (per person charge for adults and children is the same)

Confirmation of number of guests and per person payment must be made FOUR weeks in advance of your Exclusive Midway rental event.

Capacity:	Up to 400 (min 75 for a fully animated midway).
Rates:	75 to 150 \$30/person
	151 to 200 \$21/person
	201 to 300 \$16/person
	+301 \$10/person

Available after regular public operating hours.

Carousel (only) rates:

Summer E: \$498
Winter: \$403

Tent:

Summer only evenings: \$498

* Summer only

Destination



Exclusive Full Park Wide Events

An evening for the History Books. Imagine having Fort Edmonton Park open just for you and your guests! Experience life as it was through four historical time periods between 1846 and 1929. Our costumed historical Interpreters bring Edmonton's history to life by telling the stories of the people and events from the past. We offer an ideal setting to host an exclusive summer evening, spring or fall daytime event for groups of 300 up to 5,000. Perfectly suited for your corporate market, we can host your next convention, retreat, staff appreciation night, or event for employees and their families. We will customize a package to suit your needs. Host a picnic or barbeque using one of our exclusive rights caterers and have an evening to remember with your group.

Exclusive Full Park wide evenings may include the following:

- The excitement of the 1920s Midway and Exhibition
- Ride on the steam train, streetcars or the stagecoach.
- Group wagon rides (usually three-20 minute rides per hour).
- Petting Zoo.
- Face Painters.
- Musicians.
- Kelly's Saloon, with pool tables; dart board
- Costumed historical interpreters of your choice at various locations such as the Penny Arcade; Miniature Golf; Ottewell Homestead; Rowand House, and the Fort can add fun and interest to your event.
- Use of the W.C. Howard Room in the Blatchford Field Air Hangar or area of choice for food service.
- Edmonton House Brigade's black powder demonstrations.

Park Wide Pricing: (per person charge for adults and children is the same)

Confirmation of number of guests and per person payment must be made FOUR weeks in advance of your Park Wide rental event.

Capacity: Up to 5,000 guests (minimum 300 guests)

Rates:

300 guests	\$38/person
301+ guests	\$31/person
501+ guests	\$26/person
701+ guests	\$21/person
901+ guests	\$17/person

Charter Bus Information

Bus service is recommended for guest transportation to and from the event. Buses may drop guests off at the main Park entrance, and will be directed on site to the Blatchford Field Air Hangar for pick-up. To arrange charter bus service for your guests, please call Edmonton Transit at 780-496-5758.



Churches And Wedding Ceremony locations

St. Michael & All Angels Anglican Church

This quaint white and grey trimmed church hosts an elegant hardwood interior. Warm light is cast from soft electric lights and streams of natural light pour in through the windows. The antique pump organ can add charm to your service. The 1910 structure is heated and available year round.

Capacity: 75 seated or 95 standing

St. Anthony's Catholic Church

Richly decorated with antiques, this wooden church is lovely any time of the year. Just imagine holding your service by natural daylight or golden candle light. Power is available in the church, which is heated and available year round.

Capacity: 40 seated or 60 standing

Memorial Garden In Fountain Park

Peaceful, serene and beautifully situated on 1905 Street, Memorial Garden is ideal for intimate outdoor wedding ceremonies. Colourful flower beds, a black wrought iron fence, and a wooden swing.

Capacity: 100 standing

Rental Fees and Availability

All churches are available for up to 90 minutes at a fee of \$439.

Book your reception at Fort Edmonton Park or Hotel Selkirk and receive a special ceremony rate of \$235 (discounted rate only applicable for ceremonies after regular operational hours or off season).

In order to maintain historical accuracy in the park and for the safety of the visiting general public, no vehicles are allowed on site during our regular operational hours.

A complimentary one hour rehearsal time can be confirmed 2 weeks prior to your booking and is subject to availability.

Fort Edmonton Park does not provide officiates for ceremonies in the Park. You are welcome to select an officiate of your own choice.

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Period Transportation

Rides with Building Rental

There are many ways to travel through time at Fort Edmonton Park. Depending on the theme of your event, the Park can assist in complementing your special occasion with the finest in period transportation. Add a method of transportation to your rental event by confirming with your rental agent FOUR WEEKS prior to your function.



Horse Drawn Rides

Hot Chocolate Group Wagon/Sleigh Ride

Lemonade or hot chocolate and old-fashioned fun are all part of the group summer hay ride or winter sleigh ride experience. Rides are one-hour long including a refreshment stop halfway through the ride. During the summer when the Park is open for public visitation, rides are available only after 7 p.m. Smoking is not permitted.

Capacity: 20-25 people

Rate: \$188/hr

Horse Drawn Ride with your rental event

Add a horse-drawn ride to your rental event. We offer the same ride as listed above, in your choice of 20 or 30 minute intervals for your group. Capacity and rates are the same as listed above, however beverages and stops are not available in this package. More than one horse-drawn ride may be booked for larger groups, subject to availability.

Vis-a-vis – Horse-drawn elegant carriage. Available in mid-May to Labour Day only.

Capacity: Four people

Rate: \$195/hr (minimum 1 hour)

\$110 half hr

Cutter – Horse-drawn sleigh. Available during the winter, snow conditions permitting.

Capacity: Two people

Rate: \$195/hr (minimum 1 hour)

\$110 half hr



Cancellation

The horse drawn ride does not operate at temperatures below -23 Celsius. We will notify you in advance if we must cancel. You may re-book your ride or receive a refund. If you fail to arrive for your scheduled ride, your deposit is forfeited.

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Steam Train - Consists of three coaches including a wheelchair accessible caboose. Two coaches provide seating, while one is standing room only. Available mid-May through September.

Capacity: 75 people/ coach

Rate: \$560/hr - 2 hours minimum pending seasonal availability



Streetcar - Available mid-May through September.

Capacity: 40 people per car

Rate: \$188/hr per car
Up to 3 cars may be rented – subject to availability.

Photo Sessions

For photography options available at Fort Edmonton Park, we offer 'Exclusive Evening Photography Sessions' after the Park has closed to the general public or in the off season

There are two photography sessions offered:

Interior Photography Session- provides access to all exterior areas within the park as well as 3 select interior buildings on-site (\$160.00 per hour)

Exterior Photography Session - provides access to all exterior areas within the park (\$80.00 per hour).

Please note that we do not book these sessions during the day time public operational hours.

Guided Tours

Allow our trained and informative guides to take you on a journey back in time through Edmonton's history. Hear some of Edmonton's lesser known stories and facts that together helped form Edmonton's unique character. Situated on 64 hectares (158 acres) of land, you will see some of our 80 plus original and reconstructed historical structures representing the history of Edmonton from 1846 to 1929.

Capacity: 8 guests minimum - 20 guests maximum

Rate: \$19.75/person

Must be booked and prepaid a minimum of 2 weeks in advance

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Payments and Cancellations

Rental Payment Schedule:

All fees quoted in this package include GST and are subject to change without notice.

An Initial Payment equal to 50% of the total estimated rental costs is due at the time of booking. The balance of the estimated rental fees is payable upon receiving an invoice, which will be due the first day of the previous month prior to your function.

For bookings that are confirmed with sixty (60) days notice or less, the balance of all estimated rental charges is due at the time of booking.

Payments for extra fees incurred for additional services, clean up fees, etc. will be due upon receiving an invoice following your function.

Payment options include Visa, MasterCard, American Express, or a cheque payable to "The City of Edmonton". Cash or debit card payments may be accommodated by contacting your facility representative.

Rental Details

Final details, floorplan, method of transportation and number of guests confirmation are required FOUR WEEKS PRIOR to your scheduled event date. Sample floorplans are sent with your booking confirmation/ license agreement. Changes or any additional services requested following this date will be subject to additional fees. Standard floorplans will be provided if we do not receive your floorplan. You may choose to modify this plan during your set up time.

Cancellation

Written cancellation received within 7 days of confirmation will receive a full refund of the booking deposit paid, less a \$30 administration fee. Written cancellations received within 14 days prior to the function start date will forfeit the total rental fees.

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General Notes

Sound Levels

Fort Edmonton Park is committed to managing the sound levels emanating from the Park. A Good Neighbour Policy has been adopted by the Park and renters MUST adhere to the following points:

- a) The maximum noise level will not exceed 90 Dba, in keeping with the City of Edmonton bylaw #7255
- b) Sound will be monitored. Failure to comply will result in termination of music for the event.
- c) Social functions using Egge's Barn are to ensure that shutters are closed whenever music or entertainment activities are performed.
- d) Outdoor entertainment must not extend past 11 p.m.
- e) Outdoor fire pits will be extinguished by 11 p.m.

Parking

During regular operational hours, vehicles will only be permitted on site 30 minutes after the Park closes to the public. Guests attending functions in advance of closing will be directed to park in the main public parking lot and may proceed into the Park by foot, train or streetcar.

All large events scheduled at the Park at any time of the year, are limited to the main public parking lot. For your evening events, limited designated parking is available on site. Please refer to your license agreement and parking map provided by your booking agent and ensure that all of your guests are aware and are provided with a map.

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Catering Services

Fort Edmonton Park has Caterers who have exclusive rights catering at the park. They will provide a wonderful meal and bar service for your event. Caterers who are not on the list and potluck style meals are no longer permitted within Fort Edmonton Park.

Acappella Catering

<http://www.acappella.ab.ca>

Phone: (780) 454-2642

Fax: (780) 454-2748

Email: information@acappella.ab.ca

Address: 12105 – 120 Avenue

Edmonton, Alberta

T5L 4K4

BBQ Acres

<http://www.bbqacres.com>

Phone: (780) 447-3362

Fax: (780) 447-3364

Email: bbqacres@gmail.com

Address: 12410 Winterburn Road (215 Street)

Edmonton, Alberta

T5S 2B9

Elizabethan Catering

<http://www.elizabethan.com>

Phone: (780) 962-3663

Fax: (780) 962-1853

Email: mail@elizabethan.com

Address: Box 4293, 55 Alberta Avenue

Spruce Grove, Alberta

T7X 3B5

Royal Treats

<http://www.royaltreats.ca>

Phone: (780) 463-2423

Fax: (780) 465-5942

Email: mike@theicecreamdepot.ca

Address: 3508 – 65 Avenue

Edmonton, Alberta

T6B 3S7

Bar Services

- Fort Edmonton Park does not provide any bar services or equipment for bar services.
- Liquor service is permitted on site and can be arranged with your selected caterer. If you are working independently of a caterer, you must comply with the rules set down by the Alberta Gaming & Liquor Commission and the person who is serving the alcohol must be Alberta Proserve Certified
- All liquor must abide by the terms and conditions of your license.
- Appropriate licensing is the responsibility of the client, and must be displayed in the bar area for the duration of your event.

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The following pointers are included to make your special event even easier.

1. During the summer operating season, access to several of the rental facilities is limited. Facilities such as the Clerks' Quarters and Kelly's Saloon are used for daytime interpretation and are not ready until one-half hour following closing to allow the Park staff to clean the facility.
Also please note that caterers may require 1-1.5 hours to complete an involved set up.
2. In certain circumstances, early access times for set up and deliveries may be accommodated (subject to availability). Please contact your facility representative if you require additional time.
3. During the summer season, all deliveries requiring the use of a vehicle on-site **MUST** be made by 9:30 a.m. before the Park opens or 15 minutes after the Park closes.
4. The renter is responsible for ensuring the facility is left in the same condition as it was received. Please use appropriate drainage facilities to dispose of leftover beverages and ice. All equipment, catering supplies and decorations brought for your event must be removed from the Park at the conclusion of your event. Failure to do so will result in a clean up fee of \$150/hour being charged to the client. Please note that all guests and items must be off the premises by 2:00am.
5. Bar services (the service of alcohol) can be arranged with your exclusive caterer or if you wish to provide bar service independently of a caterer a valid liquor license is required for your event. All equipment and supplies must be provided by either your caterer or arranged yourself. Fort Edmonton Park does not provide any equipment or ice for bar services.

Bookings and Facility Viewing:

- Viewings of the facilities are by appointment only. Please call Fort Edmonton Park Bookings Office at 780-423-4069 to arrange a time for your site visit/tour.
- If you do not wish to tour the facilities in person, please visit our web site at www.fortedmontonpark.ca.
- To check for facility availability, please contact a booking agent or check online at www.edmonton.ca/ereg under "Facility Availability". Note: Actual reservations cannot be made online.
- You may also reach us via e-mail at: specialmoments@edmonton.ca

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Checklist

Number of Guests Confirmed	<input type="checkbox"/>
Invitations Sent Out	<input type="checkbox"/>
Contract Signed and Sent In	<input type="checkbox"/>
Booking Deposit Paid	<input type="checkbox"/>
Final Payment Made	<input type="checkbox"/>
Facility Viewed if Required	<input type="checkbox"/>
Parking Areas Confirmed	<input type="checkbox"/>
Maps Distributed to Guests & Signs Arranged if Required	<input type="checkbox"/>
AV or Other Meeting Equipment Rented	<input type="checkbox"/>
Caterer Reserved	<input type="checkbox"/>
Park Access Hours Provided To Caterer & Site Tour Arranged	<input type="checkbox"/>
Dishes, Cutlery, Glasses, etc. rented if not Provided by Caterer	<input type="checkbox"/>
Linens rented or arranged through Caterer	<input type="checkbox"/>
Liquor License & PAL's Insurance Obtained if Required	<input type="checkbox"/>
Any Other Licenses Required For Special Events	<input type="checkbox"/>
D.J. or Band Reserved	<input type="checkbox"/>
Other Entertainment Planned	<input type="checkbox"/>
Midway Reserved	<input type="checkbox"/>
Horse Drawn Rides Reserved	<input type="checkbox"/>
Train Reserved	<input type="checkbox"/>
Streetcar Reserved	<input type="checkbox"/>
Interpreters Reserved	<input type="checkbox"/>
Rain Out Location Booked	<input type="checkbox"/>
Guest Rooms Reserved at the Hotel Selkirk	<input type="checkbox"/>
Fire Pit & Picnic Site Reserved	<input type="checkbox"/>
Rain Out Location Reserved for Picnics	<input type="checkbox"/>
Tent Rented	<input type="checkbox"/>
Ride Tickets Purchased	<input type="checkbox"/>
Extra Admission Tickets Purchased	<input type="checkbox"/>