

FORT CALGARY SITE RENTAL

SITE RENTAL MAP / FEES

Site rental fees are for use of our outdoor spaces only. Site Rental clients are not generally permitted into the museum or main barracks spaces. Wedding Ceremonies and events taking place on our West Patio are permitted to use FC washrooms.



SITE ANALYSIS AREAS
RNWMP FORT SITE c.1910

- LEGEND**
- OFF-LIMITS TO EVENTS IN THE PARK
 - SELECTED OR LIMITED USE FOR EVENTS
 - PRIMARY SPACE FOR EVENTS
 - URBAN INTERFACE

www.fortcalgary.ca

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Area	Event Size	Suggested Space	Map Color	Tents Possible	Parking Spots	Insurance Required	Cost / day	Set up / Tear Down Days
Wedding Ceremony On Site						N	\$1000.00	NA
Site Rental	0-200	Barracks Side Patio		N	75	N	\$750.00	\$500.00
	200-1000	Original 1875 Fort	Yellow Zone	Y	75	2 Million	\$1500.00	\$750.00
	1000-2500	West Lawn	Green Zone	Y	75	2 Million	\$2500.00	\$1250.00
	2500+	Entire Site	Green / Yellow	Y	75	2 Million	\$5000.00	\$2000.00
	5000+	Entire Site	Green / Yellow	Y	75	TBD	\$10,000.00	\$2000.00

Insurance

The organizer must have comprehensive general liability insurance listing the Fort Calgary Preservation Society as an additional named insured. The amount is stipulated in the Agreement.

Permits / Planning

It is the responsibility of the event organizer to secure all required permits as required. Special permits are required for:

Food Service
Alcohol

Noise Bylaw extensions
Tents

For a helpful list of what you need the City of Calgary is an excellent resource

<http://www.calgary.ca/CSPS/Fire/Pages/Event-planning/Special-events-permit.aspx>

<http://www.calgary.ca/CSPS/Recreation/Pages/Festival-planning/Planning-festivals-and-events.aspx>

<http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-special-events-organizer-package.pdf>

Utilities Supply

There is no outside power and water supply.

Portable Toilets

The Event Organizers must supply suitable washroom and hand-washing facilities for the number of people participating in the event. Regulations can be obtained through Alberta Health Services. Fort Calgary washrooms will not be available.

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Garbage, Litter Control and Site Damage

The Event Organizer is responsible for arranging garbage pick-up during and following the event, as well as repairing damage to any part of Fort Calgary's site or buildings within 48 hours of the event. A site inspection before and after each rental will be conducted with a Fort Calgary staff member. If Fort Calgary is not satisfied with the condition of the site, all costs related to additional garbage pickup or rehab of the site will be deducted from the damage deposit.

Parking

Fort Calgary's parking lot must be left open and accessible to Fort Calgary visitors and guests. As such a limited number of spaces are available for outdoor site rentals. Parking is generally first come first served. Parking is not allowed on our grass. If guaranteed parking is required for the event the additional cost of a parking attendant and enforcement is the responsibility of the client.

Security

Fort Calgary does not provide security for events. Security is required for any infrastructure left on site unattended.

**FOR SITE RENTAL EQUIRIES PLEASE CONTACT OUR CATERING OFFICE
403 290 1875 x253**