

Special Event Hosting Guidelines



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EXECUTIVE SUMMARY

The Special Event Hosting Guidelines (“the Guidelines”) is not a Special Event Application Form, but rather a set of Guidelines that serves as a resource towards the execution of safe, successful special events and is to be used by event organizers advising of their role in applying for, planning, and hosting a special event in the City of Leduc. These Guidelines are intended as a starting point for hosting an event in the City of Leduc and are not intended to replace or supersede existing legislation or emergency management procedures. They are intended to complement existing Standard Operating Procedures and to be used as an overview and reference tool for local authorities, communities, event organizers, and other groups with an interest in hosting an event.

The ideal time to use these Guidelines is prior to submitting a Special Event Application Form, but can be used at anytime throughout the planning phase as a reference point. This is to help the event organizer understand how special event requests are accepted, what is required to host an event within the City of Leduc, as well as differentiate the roles and responsibilities of the event organizer and the City’s various departments.





WHAT IS A SPECIAL EVENT?

The City of Leduc supports special events, tournaments, and camps held within the community and City of Leduc facilities. These events are social and revenue generating opportunities to both the organizations running the event and the City of Leduc, as they showcase community groups, activities, and causes.

Special events are occurrences out of the standard use of the facility or park space that has an economic impact to the City of Leduc, generates interest, tourism, and showcases various community groups. Special events are considered and approved based on history, event benefit to the City of Leduc and/or host organization, as well as venue availability. The approval of any event is at the discretion of the City of Leduc.

The City of Leduc refers to “special events” as a variety of activities planned to mark special occasions or to achieve specific social, cultural, economic, and community objectives. It is most often applied to civic, regional, provincial, national, or international significance and may be hosted by seasonal clients, private individuals, organizations, or the community, including, but not limited to: celebrations, cultural/art/heritage performances or gatherings, sport contests and tournaments, and a range of commercial or corporate functions.

The City of Leduc recognizes that the term “special event” has a different meaning to different people, including:

- For the event organizer, a special event is often a one-time, annual, or infrequent event outside normal routine activities and practices and has a predetermined start and end date and time.
- For the City of Leduc, a special event means an activity, event, or celebration that occurs outside the normal programming and often requires extra resources and assistance.
- For residents of the City of Leduc, it is an opportunity for a leisure, recreational, social, or cultural experience.

The City of Leduc recognizes the terms “contract”, “rental agreement”, and “rental contract” interchangeable and will be referred throughout the document as referring to the rental agreement between the contract holder and the City of Leduc.

Please note, activities that do not meet any of the criterion may still be allowed to continue as a private rental function and may still be subject to some or all of the policies, procedures, and requirements outlined in this document.



FACILITY BOOKINGS AND EVENT FACILITATING

Groups utilizing City of Leduc sports fields, parks, open spaces, or amenities who have submitted a Special event Application Form will be contacted by the Events & Bookings Department prior to the rental date to discuss the needs and requirements of each booking. Services and equipment provided (pending availability) are as follows:

- Tables and chairs (to accommodate 500 people)
- Portable bars, stage, drape, power requirements, media requirements, etc.
- Walk through of event set-up to ensure there are no hazards, allowing staff to be aware of equipment, items, as well as the needs of the client
- Create and provide event floor plans, designs, and options as required
- Liaison with contracted event services, event organizer, and volunteers
- Input on event food service requirements, licences/permits and event logistics as required
- Coordinate and communicate event logistics and requirements from City of Leduc departments
- Marketing of event on City of Leduc digital screens & public websites
- Ensure safety of patrons, users, and event success

These services are not assumed by the City of Leduc unless a discussion followed by a formal agreement has taken place. Additional requirements and/or rates may apply, which are the responsibility of the event organizer.

TYPES OF HOSTED EVENTS

The City of Leduc offers rentals for various types of events including:

- Sporting Events
 - ↳ Indoor and outdoor sporting events and sport camps (Ice & Non-Ice)
 - ↳ Relay/Race/Walk/Triathlons
- Arts and Cultural Events
 - ↳ Festivals and Concerts
 - ↳ Plays and Markets
- Public / Large Scale Events
 - ↳ Banquets, Ceremonies, or Conferences
 - ↳ Trade Shows
- Private / Personal Events
 - ↳ Weddings, Birthdays or Celebrations
 - ↳ Fundraisers
 - ↳ Staff Parties

Approval of any event is at the discretion of the City of Leduc.



* For a full list of City of Leduc Facilities for rent, please see Appendix D



EVENT APPLICATION PROCESS

This section of the Guidelines is where information and details regarding the application process can be found. For all events held within the City of Leduc, a Special Event Application Form is required. This form can be found on the City of Leduc website. <https://www.leduc.ca/special-events-permits>

APPLICATION SUBMISSION FOR SPECIAL EVENTS

- 1) For community groups, a request to host an event should be submitted to the Events and Bookings Department with regular season requests, as outlined below:
 - Fall/Winter Season (September 1-March 31) requests due on or before May 1
 - Spring/Summer Season (April 1-August 31) requests due on or before October 15
- 2) The event organizer for independent events, should complete and submit a Special Event Application Form a minimum of sixty (60) days prior to the event. All applications can be submitted to:

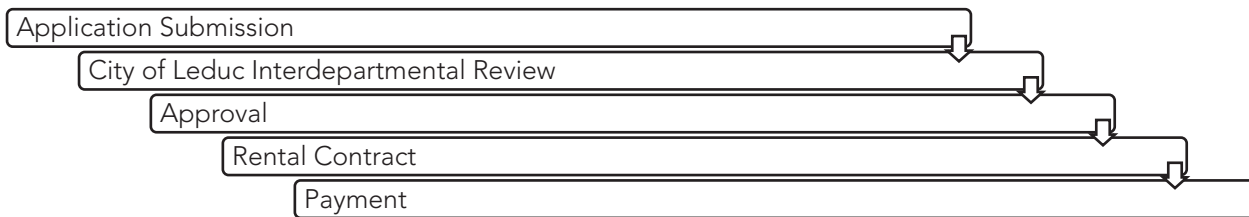
Email: Events_Bookings@leduc.ca

Drop off at the following location:

Leduc Recreation Centre
4330 Black Gold Drive
Leduc, Alberta T9E 3C3

Event confirmation may require 30 – 60 days to determine if the event can be hosted and executed successfully.

SPECIAL EVENT APPLICATION PROCESS



Upon receipt, the City’s Events and Bookings Department will review the proposed event with the consideration of historical events and current availability. At this time, an event administrator will be assigned to oversee your event to complete the review, as well as evaluate and identify the need for required permits and/or services.

Once approved, and once conditions are determined, a rental agreement will be generated, outlining the Terms and Conditions of Use, expectations the City has for the event organizer, and an estimated cost for the venue and requested equipment, if known. A signed copy of the rental agreement must be received by the Events and Bookings Department within 72 hours of receipt to secure the venue.

* For a full list of City of Leduc Facilities for rent, please see Appendix D



GENERAL POLICIES AND PROCEDURES

The event organizer shall adhere to the policies contained herein. Non-compliance with the policies may result in event cancellation, closure of an event, or being prohibited from holding future events.

CIVIC PROPERTY RENTAL AGREEMENT

The rental of City of Leduc property is subject to a formal rental agreement, with advance payment, based on the requirements of both the City of Leduc and the event organizer.

PAYMENT TERMS & CONDITIONS

For all events, the event organizer is required to pay a 50% deposit for the rental of municipal property and services at the time of booking. Rental agreement holders unable to process a credit card at the time of booking will be invoiced and have 72 hours to submit the required payment – the rental agreement will not be considered approved until receipt of initial payment. The remaining 50% owing is due thirty (30) days prior to the rental date.

If payment is not received as outlined in the terms of Tournament / Special Event / Camp requirements, the City of Leduc holds the right to cancel the event without notification to the contract holder.

The event organizer is liable for all fees and charges which may include, but are not limited to the following:

- City of Leduc property and equipment rental fees
- City of Leduc labour cost recovery
- Municipal and provincial permit costs
- Agency labour costs
- Site restoration (Including turf recovery)
- Damage Deposit
- Additional Infrastructure Requirements
- Contracted Services, as Required
- Turf Removal and/or Install

Fees and charges for City of Leduc amenities are reviewed annually. Research of regional facilities are considered prior to proposals of increasing or creating fees. Current rates can be found on our website.

<https://www.leduc.ca/fees-by-law>

All City of Leduc fees are regulated through the City's Fees and Charges.

* For a full list of City of Leduc Facilities for rent, please see Appendix D



CANCELLATION POLICY

To receive a full refund, minus an administration fee, the City of Leduc requires written notice to be received by the Events and Bookings Department. Cancellation requests that do not provide the required cancellation notice, will not be eligible for a refund in part or full.

- Notice is required thirty (30) days in advance of the rental date; for special events, tournaments and camps

PERMIT REQUIREMENTS

It is the responsibility of the applicant to obtain permits as required and legislated by governing bodies including, but not limited to, the City of Leduc, Provincial Government, and Alberta Health Services. Applicable permits may include, but are not limited to the following:

- Building Permit
- Electrical Permit
- Food Permit
- Overnight Camping Permit

For all permit applications, it is recommended to submit a copy of the Special Event Application Form for review no later than forty-five (45) days prior to the rental date. The event organizer is required to submit an approved copy of the permit to the Events and Bookings Department as proof of successful application, no later than thirty (30) days prior to when the work is scheduled to be completed or the rental date, whichever comes first. To check what permits may be required for your event, please consult with the Events and Bookings Department.

DAMAGES

Any damage or theft incurred as a result of an event to City assets, such as, but not limited to, turf, park features, electrical equipment, facilities, additional clean up, and roadways/sidewalks, will be charged back to the contract holder.

Following the conclusion of an event, City staff will assess the venue for any such damages or theft and the City will communicate any findings to the event organizer as soon as possible.

Please note that a damage deposit is required at the time of booking. Once City staff have assessed the venue following the conclusion of the event and it is deemed that no damages were incurred, the damage deposit will be refunded in full via Credit Card, and if paid by cash or debit, a cheque will be issued.

EVENT COMMUNICATION

Events, corresponding dates, requirements, schedules, and additional information regarding any required set up and takedown for any City amenity are communicated regularly to lease holders and other City departments. Facility schedules are developed by the Events & Bookings Department daily to communicate up-to-date use of amenities to internal departments, as well as the public. The schedules provide user group usage per day, service utilized, and maintenance requirements for each booking. Weekly schedules are provided to the City's Parks staff to communicate activities, events, and usage of City owned sports fields, parks, roads, and diamonds.

Event organizers are responsible for providing the Events and Bookings Department with schedules that indicate additional floods, diamond preparation or equipment turn over during a scheduled use.

Set up, take down, and clean-up is the responsibility of the event organizer unless arranged otherwise.

When booking your event, traffic, parking, and accessibility should be considered. If necessary, appropriate signage, barricades, or notices will be published. Fire lanes are to remain accessible at all times.



INSURANCE REQUIREMENTS

GENERAL LIABILITY

All special events held within the City of Leduc on public property and/or within City of Leduc facilities, requires the event organizer to obtain and provide proof to the Events and Bookings Department, a copy of general liability insurance of not less than two million (\$2,000,000) preferred five million (\$5,000,000) per occurrence, with the City of Leduc named as an additional insured. The insurance coverage must be maintained for the duration of the event, including setup and takedown dates. This insurance must not have a participant's exclusion.

To satisfy this requirement, the event organizer is required to provide the Events and Bookings Department with a certificate of insurance providing proof of the required insurance policy underwritten by an insurer licensed to conduct business in the province of Alberta no later than thirty (30) days prior to the rental date.

HOST PARTY LIABILITY - LIQUOR

If liquor is being provided, the event organizer must comply with all of the requirements set out by Alberta Gaming and Liquor Commission (AGLC) and the City of Leduc. A copy of host party liability insurance of not less than five million (\$5,000,000) per occurrence, with the City of Leduc named as an additional insured. The insurance coverage must be maintained for the duration of the sale or service of alcohol.

To satisfy this requirement, the event organizer is required to provide the Events and Bookings Department with a certificate of insurance providing proof of the required insurance policy underwritten by an insurer licensed to conduct business in the province of Alberta, by no later than thirty (30) days prior to the rental date.

PYROTECHNICS LIABILITY

If pyrotechnics are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks or pyrotechnics as an insured activity and the limits of the general liability insurance policy must be increased to not less than five million (\$5,000,000) inclusive per occurrence, with the City of Leduc named as an additional insured.

To satisfy this requirement, the event organizer is required to provide the Events and Bookings Department with a certificate of insurance providing proof of the required insurance policy underwritten by an insurer licensed to conduct business in the province of Alberta no later than thirty (30) days prior to the rental date.

Please note, approval from Leduc Fire Services is required for events requesting to have open flame or pyrotechnics. Requests for fireworks must be submitted no later than three (3) months prior to the rental date in order for necessary approvals to be granted. Public notifications, requirements and fees may apply. Be sure your site plan includes the proposed location for firework set up.





LICENCING REQUIREMENTS

LIQUOR LICENCE – PUBLIC

An event organizer wishing to sell or serve alcohol at their event must comply with City requirements as per the Conditions of Use and Conditions set out by Alberta Gaming and Liquor Commission (AGLC).

Events held within the City of Leduc on public property and/or within City of Leduc facilities that are serving or selling alcohol, requires the contract holder to obtain special event licence and liquor licence through Alberta Gaming and Liquor Commission (AGLC). For more information on the various Types of Licences, please see <https://aglc.ca/liquor/liquor-licences/applying-licence/liquor-licences-public-special-events>

To ensure timely approval of the licence, the application should be submitted a minimum of six (6) weeks prior to the rental date and once approved, the event organizer is required to submit a copy of the approved licence to the Events and Bookings Department as proof of successful application, no later than forty-eight (48) hours prior to the rental date. If a copy of the liquor licence is not received by the required date, the City of Leduc holds the right to cancel the proposed licenced area without notification to the contract holder.

For the sale and/or consumption of alcohol in City owned Park spaces, please refer to the Conditions of Park Use Section of the Guidelines.

LIQUOR LICENCE – PRIVATE

For private events that are under 400 attendees and by invite only, the event organizer can obtain a liquor licence from a local liquor store and is required to submit a copy of the approved licence to the Events and Bookings Department as proof of successful application, no later than forty-eight (48) hours prior to the rental date.

For additional information regarding private event licences, please see <https://aglc.ca/liquor/liquor-licences/applying-licence/liquor-licences-private-special-events>

For the sale and/or consumption of alcohol in City owned Park spaces, please refer to the Conditions of Park Use Section of the Guidelines.

GAMING LICENCE

When including a 50/50 draw or charitable raffle at an event, the event organizer is required to obtain a gaming licence from Alberta Gaming and Liquor Commission (AGLC).

To ensure timely approval of the licence, the application should be submitted a minimum of six (6) weeks prior to the rental date and once approved, the event organizer is required to submit a copy of the approved licence to the Events and Bookings Department as proof of successful application, no later than thirty (30) days prior to the rental date. If a copy of the gaming licence is not received by the required date, the City of Leduc holds the right to cancel the proposed licenced activity without notification to the contract holder.

CITY OF LEDUC BUSINESS LICENCE

Anyone carrying out business within the City of Leduc requires a valid City of Leduc Business Licence. Operations include, but are not limited to the sale of merchandise, providing a service, or handing out information.

The event organizer is required to submit a copy of the approved licence as proof of successful application, along with a complete list of vendors and/or businesses participating in their event to the Events and Bookings department no later than thirty (30) days prior to the rental date. Only vendors and/or businesses who hold a valid business licence from the City of Leduc will be permitted to operate within City limits.

For all City of Leduc business licence inquiries, please contact Planning and Development at 780-980-8427 or email_planning@leduc.ca.



For all events held on City of Leduc owned park space, the event organizer shall adhere to the policies contained herein, which includes adhering to municipal park bylaws and park conditions of use. The event organizer is responsible for communicating the City's park space conditions of use, site map, and set up to all subcontractors and vendors. The event organizer is required to be onsite for the duration of the event, including set up and takedown, ensuring the City's park space conditions of use are being adhered to.

VEHICLE USE

At the discretion of the City of Leduc, vehicle use on City multi-ways may be permitted for the sole purpose of moving equipment to site for an event. Prior to accessing City multi-ways with a vehicle, the event organizer is required to notify the Events and Bookings Department a minimum of fourteen (14) days prior to the event date to receive approval from the City's parks department. To receive approval, the Events and Bookings Department will submit a permit on behalf of the event organizer and once approved, will forward a copy of the approved permit for the event organizer to sign, and will issue a placard that is required to be displayed at all times. For the duration of the permit, all conditions listed on the permit must be adhered to.

The following conditions apply to approved vehicle use permits:

- Vehicles are not permitted to access parkland
- Vehicle speed must not exceed 10km/hr
- Insurance must be supplied, naming the City of Leduc as an additional insured

OVERNIGHT CAMPING

Overnight camping on City owned property is at the discretion of the City of Leduc, with permission from the City's parks department. To receive approval, the event organizer is required to notify the Events and Bookings Department a minimum of fourteen (14) days prior to the event date to receive approval, and once approved, will forward a copy of the approved permit for the event organizer to sign. For the duration of the permit, all conditions listed on the permit must be adhered to.

The following conditions apply to approved overnight camping permits:

- If all applicable requirements have been met, all alcohol must be consumed and served in designated licenced areas
- The event organizer will not exceed the pre-determined agreed upon sleeping units in the identified area
- Security is required at the identified site after park bylaw hours
- No dumping (RV dumping included)
- Users must adhere to the enforced quiet time of 11 p.m. to 6 a.m.
- Portable washrooms are required to be provided at the identified overnight camping site at the cost of the contract holder
- General liability insurance must be supplied, naming the City of Leduc as an additional insured
- The event organizer is responsible for any damages, garbage removal and site management for the duration of the event, including set up and takedown
- No open fires



ALCOHOL CONSUMPTION

At the discretion of the City of Leduc, alcohol service and consumption are permitted providing a liquor licence is received and all conditions set out by AGLC are being adhered to.

The following conditions apply to designated licenced areas:

- All alcohol must be consumed and served in designated licenced areas
- The approved fire occupancy load from Leduc Fire Services cannot be exceeded
- All alcohol service must end on or before 11 p.m. at the designated service site
- Host party liability insurance must be supplied, naming the City of Leduc as an additional insured
- Approved liquor licence must be visibly posted at all times
- Uniformed security is required to be posted at all access points to the venue during operational hours
- Adequate visible security must be onsite in the designated area, 1:50 ratio
- Emergency vehicle access must be maintained at all times
- All AGLC requirements must be met

SITE RESTORATION

If any damage occurs to City assets, including, but not limited to park space, buildings, equipment, or turf, the event organizer is solely responsible for any and all costs associated with turf and site restoration. Should restoration work need to commence, all information and costs associated with the required work will be communicated to the event organizer in a timely manner, with the restoration work commencing immediately following the event.

NOISE POLICY

This policy is subject to change based on event specific guidelines.

The event organizer must ensure that the entertainment associated with the event will be of a positive nature for the enjoyment of both adults and children. Foul, offensive or discriminatory language, or any form of profanity in verbal form or gesture will not be tolerated. When planning for an event that will include entertainment, the location of the event should be closely considered and deemed appropriate for the nature of the event. The amplification of sound for special events will be limited to the hours of 9 a.m. to 11 p.m. and must comply with the City of Leduc's Community Standard's Bylaw No. 711-2008. Speaker stacks shall be positioned to tilt downward toward the crowd versus projecting straight out over the crowd and the site. Sound levels shall not exceed levels of one hundred (100) decibels or be further than one hundred (100) feet from the stage.

City of Leduc Enforcement Officers and RCMP are responsible for enforcing the Community Standard's Bylaw and may be in attendance to events involving entertainment to ensure the bylaw is being adhered to, or to respond to a noise complaint generated as a result of the event.



BARBECUES/COOKING EQUIPMENT (CHARCOAL OR PROPANE)

- Barbecues on City property must not be placed under trees, tents, canopies or picnic shelters and must be located 3 meters away from combustibles. The event organizer using barbecues must have a 5lb CSA approved, ABC extinguisher in close proximity
- Please ensure that all connections to propane-powered barbecue appliances are tight and to the manufacturer's directions
- All appliances used for barbecuing/cooking purposes must not be upon picnic tables or any combustible surfaces (wood tables etc.) during and after use.

DIGGING/STAKING/FENCING

There are underground utilities buried below the surface of the ground including hydro and irrigation lines. Pre-approval must be obtained for the installation of any object that penetrates the ground, including fence posts, tent poles/pegs, and sign installations.

Any staking of tents or temporary structures on City owned property, including park spaces, requires a line locate to be completed to properly identify all utility and irrigation lines. Pending City of Leduc approval, staking may be permitted under special circumstances. Sand bags are required to be used for weighing tents or temporary structures in areas that staking is prohibited. The City of Leduc holds the right to cancel the event without notification to the contract holder, if the event organizer fails to adhere to City requirements of locating all utility and irrigation lines.

The contract holder is responsible for any damages to City property, including, but not limited to roadways, turf, and underground utilities. To schedule land locates, please contact:

- Utilities / Irrigation: The user is required to contact the City's Public Services Department at least three (3) weeks prior to event date
- Gas / Power / Phone / Cable / Fibre Optic: The user is required to contact AB One Call a minimum of eight (8) weeks prior to event date
- Shaw: The user is required to submit an online line locate through <https://digshaw.ca/> a minimum of eight (8) weeks prior to event date

Once completed, a copy of the locate ticket must be presented to the Events and Bookings Department no later than seven (7) days prior to the rental date.





EMERGENCY RESPONSE AND EVACUATION PLANS

For the safety of organizers, participants, volunteers, and all who plan to attend an event, the Events and Bookings Department will develop and distribute an emergency plan along with facility evacuation maps for every event hosted on City of Leduc property to the event organizer and City of Leduc Fire Services. Depending on the scope of the event, the Emergency Response Plan will consist of a Fire Safety Plan and Evacuation Maps or a Severe Weather Protocol.

Events will be evaluated based on event requirements and amenity used, ensuring both fire and building safety codes are being met. Emergency plans and evacuation maps are completed to identify the following information:

- Date, location, and information about the event
- Emergency exits and their corresponding evacuation routes
- Fire extinguisher locations
- First Aid Kit & AED locations
- Emergency contact phone numbers
- Evacuation muster points in the event an evacuation is ordered
- Occupancy and expected number of attendees

SECURITY

The City of Leduc may require additional contracted services, such as an outside security company to ensure safety of guests and staff, lower risk of property damage including security of temporary structures, or to meet AGLC requirements. The event organizer is responsible for meeting, securing, and all associated costs, unless otherwise arranged with the City prior to the event.

Having onsite security for your event can:

- Act as a deterrent for potential disturbances
- Identify and resolve potential incidents
- Prevent theft and damage
- Provide crowd control

The security of all City amenities is enforced through City employees and City of Leduc Enforcement Services. City staff are responsible for securing doors and access points, as well as monitoring patrons, ensuring any use of the amenities is conducted in an appropriate and safe manner.

OCCUPATIONAL HEALTH AND SAFETY

All events must follow Provincial Occupational Health and Safety regulations. For full detail on these or other health and safety requirements, please refer to the Occupational Health and Safety Act and Regulations or contact the Workplace Health and Safety Inspections Division of the Department of Environment and Labour at 1-800-563-5471.



SAFETY REQUIREMENTS (CONT'D)

FIRST AID

It is the responsibility of the event organizer to provide medical services for all special events with the cost of services to be incurred solely by the event organizer. As it is not possible to give required number of personnel based on attendance size alone, the number and training of medical personnel and specific medical resources will be determined on a per event bases by City staff in consultation with medical professionals and the event organizer.

First aid stations must be suitable in size and provide adequate privacy and shelter from the elements, e.g. modular tents or portable trailers. Signage indicating the location of each first aid station is required to be posted and clearly visible throughout the venue.

If the event is expected to run near dusk or after daylight, provisions should be made for lighting each station either by land power or portable generator. An ample supply of drinking water should be available at each station. Equipment (cots, linen, supplies) should be the responsibility of the agency providing the service.





CATERERS AND FOOD TRUCKS

At the discretion of the City of Leduc, food and non-alcoholic beverages can be sold or provided at events taking place within the City of Leduc on public property and/or within City of Leduc facilities. If food and/or non-alcoholic beverages are being sold or provided, the event organizer must provide the Events and Bookings Department with a list of vendors serving food and/or beverages at the event, as well as ensure they meet all requirements and legislation outlined by various governing bodies including, but not limited to, the City of Leduc and Alberta Health Services.

All food trucks **AND** caterer's operating within the City of Leduc on public property and/or within City of Leduc facilities, require the following:

- City of Leduc Business Licence
- Alberta Health Services Food Handling Permit
- Fire Certificate from Leduc Fire Services (Requirement for food trucks **ONLY**)

The event organizer is required to submit an approved copy of the business licence and food handling permit to the Events and Bookings Department no later than thirty (30) days prior to the rental date..

The approval of various food services might be impacted due to agreements the City has with Lease Holders.





For all temporary structures, including, but not limited to tents, booths, scaffolding, inflatables, bouncy castles, or fencing, information including dimensions and location must be clearly indicated on the Special Event Application Form and communicated to the Events and Bookings Department. Different City of Leduc policies and procedures apply for various temporary structures.

All temporary structures are required by the City of Leduc to comply with all applicable municipal regulations, bylaws and are subject to inspection once assembled. The capacity of tents and outdoor sites are to be determined by Leduc Fire Services.

Fees for applicable permits, plans examination, stamped engineered drawings, and structure inspections are the sole responsibility of the event organizer.

TENTS AND SCAFFOLDING

Temporary structures, such as tents and scaffolding, require the event organizer to apply for a building permit through the City of Leduc. The event organizer is required to submit a copy of the approved licence to the Events and Bookings Department as proof of successful application, no later than thirty (30) days prior to when the structure is scheduled to be assembled.

For all temporary scaffolding, the event organizer is responsible to provide the required engineering certification and drawings to the City of Leduc to show the scaffolding has been designed and constructed in accordance with accepted provincial and municipal standards and bylaws.

If approved by the City of Leduc, all tents must meet the following requirements:

- All tents must be certified to NFPA 705 fire rating. Any tents that are not certified to the approved fire rating will not be permitted.
- If the tent or temporary structure is enclosed, propane tanks must be placed outside the structure and must be located at least 3 metres away.
- Tents that are open on all four sides are permitted to have propane tanks under the tent.
- Open flame is permitted under a tent providing the tent is fire rated. If the tent is not fire rated, an open flame is not permitted, but electrical appliances are permitted to be used.
- Sand bags are required to be used for temporary structures in areas where staking is prohibited
- All tents must be equipped with a working fire extinguisher and have emergency exits identified
- For all erected tents, uniformed security is required from when it is first set up until it is removed
- If a single tent measuring 20x20 or larger, or a cluster of tents exceeding 60 square metres (645 square feet), requires the event organizer to apply for a building permit.

BOUNCY CASTLES AND INFLATABLES

For all temporary inflatables or bouncy castles, the structures are required to be AEDARSA certified and the rental company providing the inflatable is required to have insurance and a City of Leduc business licence.

WASTE MANAGEMENT POLICIES AND PROCEDURES



The City of Leduc encourages and supports events held within the City on public property and/or within City of Leduc facilities to consider incorporating greening initiatives as part of their event strategy to reduce waste to the City's landfill.

WASTE REDUCTION

When requesting waste containers for your event, please consider the use of the City's three stream bins that allow for improved waste disposal. Unsure of how to use these bins? That's okay, we can have a public services or environmental staff member onsite during your event to educate attendees.

Are you supplying or requesting attendees to bring bottled water to your event? Consider requesting the City's water truck to be onsite for the duration of the event. More information can be found in the 'City Water Truck Policies and Procedures Section'.

Are you looking to serve or have local food trucks attend your event? Consider asking them to not use Styrofoam and instead to use compostable foodware when possible.

GREEN ENERGY

When looking for an ideal location to host an event, it is important to look for opportunities that utilize green energy. A few City owned buildings, such as the Leduc Recreation Centre and the Operations Building, allow for the utilization of solar energy. If interested in other locations or a park space, the City highly recommends utilizing solar lighting or solar signage, where possible.

PROCUREMENT

The City is committed to creating and maintaining a high level of confidence in its Procurements of Goods and Services, by ensuring integrity, transparency, accountability, efficiency and consistency in its Procurement process, while recognizing the vast impact procurement has on the environment and acting within its authority under the federal and provincial legislation, regulations or agreements governing municipal procurement.

As per section 3.5 of the City's Procurement Policy, the City is committed to the Procurement of Goods and Services that are environmentally and ethically preferred wherever practical and economically feasible, where doing so will not significantly affect the intended use of the Goods and Services.

EDUCATION

When hosting an event in the City, promotional materials with recycled content should be used where possible, and the event organizer should be educating participants and vendors about waste reduction and other environmental initiatives at the event.

** Additional information regarding hosting a green event, can be found in Appendix C: Hosting a Green Event or Meeting Checklist.

STREET CLOSURE REQUESTS AND PROCEDURES



An event organizer requesting the use of a City roadway, lane, or sidewalk, due to the nature or scope of the event must submit a Road/Sidewalk/Lane – Temporary Closure Application. The event organizer will need to identify dates, times, and the impacted roadway(s). Once the application has been submitted, it is circulated to various City departments for review. Depending on the size and nature of the event/request, City staff will provide the necessary conditions and requirements to ensure public safety. This is assuming all of the necessary details of the event have been provided to staff and no further revisions are made. Once decided, the event organizer will be notified of the status of their application.

Volunteer marshals may be required at key locations along the event route. This is determined by City staff, in conjunction with the event organizer and City's Enforcement Services. Volunteer marshals will be required to provide access to all properties within a closure area during an event. Disruption to traffic and inconvenience to motorists should be minimized where possible.

Notification shall be distributed to all affected area residents, businesses and places of worship on streets identified by City staff no later than two (2) weeks prior to the event date. The notice and map outlining streets affected will be provided by City staff.

An emergency/fire route of six metres (18 ft) must be maintained at all times.

All details pertaining to the requested full or partial road closure must be indicated on or attached to the Special Event Application Form, including a copy of the map indicating the proposed route and roads requested for closure.

For special events a minimum of thirty (30) business days' notice is required to process a Temporary Closure Application.

** Changes such as dates or location cannot be made to your approved road closure without notification and approval from the City of Leduc.

The process and application for temporary road closures can be found at the following link:
<https://www.leduc.ca/roadsidewalklane-temporary-closure>



WATER TRAILER REQUESTS AND PROCEDURES

To increase availability to Leduc's tap water and reduce waste generated from disposable water bottles sold or served at special events, the City's water trailer is available for large, outdoor community events that are open to the public. The water trailer offers ten (10) self serve stations with fill taps.

To request the water trailer, the event is required to take place between May 1 and August 30. For any events occurring outside of the above timeframe, the City's Utility Services department reserves the right to approve the use of the water trailer.

The Leduc Water Trailer service will be scheduled as a part of the City's Special Event Application review process, and on a 'first come first serve' basis.

A minimum of three (3) weeks' notice is required to secure the water trailer service. Applications received with less than three (3) weeks' notice will be considered on a case-by- case basis.

Water provided through the water trailer is for drinking purposes only. Vendors are responsible for providing their own water or using a water supply source onsite for other event needs. Use of onsite water sources must be coordinated with the City's Events and Bookings Department or a representative of the site (if not hosted at a City facility) prior to the event.

Please note: At times, the City's Water Trailer provides emergency potable water supply to Leduc residents. In the unlikely event of an emergency, these situations take precedence over booked events, and Utility Services staff reserves the right to cancel attendance at an event or remove the Water Trailer from an event in order to fulfill these duties. The City of Leduc has no control over the mechanical malfunction of the Leduc Water Trailer during an event. In the unlikely event of a mechanical malfunction, the City of Leduc reserves the right to remove the Water Trailer from an event.



POWER ACCESSIBILITY PROCESSES AND REQUIREMENTS



The capability for power hook-up is available in most City of Leduc owned park spaces and City owned buildings; however, locations and capabilities are limited. Electrical requirements should be considered when finalizing the layout of the event.

At the discretion of the City of Leduc, generators may be permitted to be used as a power source during events if the available power onsite is not sufficient or there are no other power sources available. All generators must be grounded, cords need to be marked and covered, and placed on a protective surface.

For all electrical hook ups, disconnects, and generator grounding, a qualified journeyman electrician is required to complete the work at the cost of the event organizer. The electrician is required to have a City of Leduc Business Licence and apply for an electrical permit at a minimum of forty-five (45) days prior to the date of when the work is scheduled to be completed. Once the approved permit is received by the event organizer, a copy of the permit must be sent to the Events and Bookings Department as proof of successful application no later than thirty (30) days prior to the rental date.

INVITING THE MAYOR TO YOUR EVENT?

The Mayor and/or Council are pleased to attend community functions and bring greetings on behalf of the City. In the event that the Mayor is unavailable, a member of council will be asked to attend on behalf of the Mayor.

Please send an email to EA.Council@leduc.ca with the following details: the name of the event, date, time, and location; contact information for the organizers; a description of the event; and the Mayor and/or Council Members role (i.e. greetings, prayer, ribbon cutting, attendance only, etc.).

PETTING ZOO REQUIREMENTS

Petting zoos that meet Alberta Health Services requirements are permitted at festivals and events within the City of Leduc, with a minimum of sixty (60) days notice. For all petting zoos, the event organizer is required to apply to Alberta Health Services. For more information please visit Alberta Health Services Petting Zoo, Animal Attractions and Farm Visits – Information for Operators.

<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-petting-zoo-info-for-operators.pdf>

WASHROOM ACCESSIBILITY REQUIREMENTS



As per Alberta Health Service (AHS) standards, when adequate permanent facilities are not suitable to meet the requirements outlined by AHS, portable toilet facilities must be utilized. When needing portable toilet facilities, the quantity and location should be identified on a site map and communicated to the Events and Bookings Department. All portable toilet facilities are to be placed on a hard surface that is accessible for servicing, and do not disrupt multiway access/use for users.

For events longer in duration than 24 hours, all units need to be serviced at a minimum of once a day.

The cost to deliver, pick up and service all requested units is at the sole cost of the contract holder.

Number of Persons	Minimum Number of Outdoor Privies or Toilets	
1 - 25	1	
Number of persons of each sex	Male	Female
26 - 50	1	2
51 - 75	2	3
76 - 100	2	4
101 - 150	3	5
151 - 200	4	6
201 - 300	5	7
301 - 400	6	8
Over 400	7 plus 1 for each additional 200 people	9 plus 1 for each additional 200 people



APPENDIX A:

Application and Submission Requirement Timeline

The following timelines indicate the minimum days required to receive your information so we may properly review, assess, support and permit the work necessary to ensure your event is as safe and successful as possible.

Requirements	Application Requirements	Submission Requirements
Special Event Application	Sixty (60) Days Prior	
Payment		
50% of Contract Total		Time of Booking
Remaining Balance		Thirty (30) Days Prior
Street Closure Requests	Thirty (30) Days Prior	
Insurance		
General Liability		Thirty (30) Days Prior
Host Party Liability		Thirty (30) Days Prior
Pyrotechnics		Thirty (30) Days Prior
Licences		
Liquor Licence - Public	*See Page 10	Thirty (30) Days Prior
Liquor Licence - Private	*See Page 10	Forty-Eight (48) Hours Prior
Gaming Licence	*See Page 10	Thirty (30) Days Prior
Business Licence	*See Page 10	Thirty (30) Days Prior
Permits		
Building Permit		Thirty (30) Days Prior
Electrical Permit		Thirty (30) Days Prior
Food Permit		Thirty (30) Days Prior
Line Locates		
Utility	Eight (8) Weeks Prior	Seven (7) Days Prior
Irrigation	Eight (8) Weeks Prior	Seven (7) Days Prior
Vendor Lists		Thirty (30) Days Prior



APPENDIX B: Event Planning Checklist

The following is an event planning checklist that will help to keep you organized, on schedule, and stress-free during the event planning phase.

A.S.A.P	Finalize date and time
	Choose a theme
	Book venue
	Develop production schedule and critical path
	Develop floor plan
4-6 Months	Book audio/visual
	Book speaker and/or entertainment
	Book caterers and/or food trucks, if applicable
	Book photographer, if applicable
	Schedule rental of required equipment and/or supplies
2-4 Months	Create an agenda
	Create playlists, slideshows, or other media
	Plan and book décor
	Gather donation and/or silent auction items, if applicable
1-2 Months	Submit liquor licence application for approval
	Pay all invoices (30 days prior)
1-4 Weeks	Calculate anticipated attendees
	Ensure all required permit applications are submitted
	Obtain required general liability and/or host party liability insurance from broker
	Submit all required paperwork
1-2 Days	Pick-up last-minute items
	Pick up rental items
	Begin set-up early, if possible
	Have Fun!
Post Event	Complete a post event evaluation
	Complete an event debrief



APPENDIX C: Hosting a Green Event or Meeting Checklist

Events and meetings are excellent opportunities to practice environmentally friendly habits and to set a “green” example for your friends, colleagues and the community. Use this checklist to ensure you are having the most environmentally sustainable event, meeting, celebration or gathering possible.

Green Event Checklist:

Provide appropriate waste disposal options such as:

- ✦ Green organics bins
- ✦ Blue bag recyclables bins
- ✦ Waste bins
- ✦ Refundable bins (i.e. bottles and cans)

Serve pitchers of tap water

- ✦ Avoid using bottled water at your event/meeting. Instead serve tap water in pitchers and glasses. If other options such as juice or pop are served remember to have recycling bins available for empties.
- ✦ If bottled water is needed use large jugs (e.g. 18.9 L) which can be returned for recycling/reuse after the event. Many local water companies will also allow you to rent out water coolers for the event or meeting.

Note: The production and transportation of bottled water uses up large amounts of fossil fuels and results in many plastic water bottles ending up in the landfill. Even if the bottles are recycled, energy is used up and waste is produced during the process. Bottled water is not only a cause of environmental stress; it is (in most cases) unnecessary considering Canada has one of the safest drinking water systems in the world. For more information on the negatives of bottled water click [here](#).

Use reusable or compostable foodware options

- ✦ Is your event/meeting small? Then use reusable plates, cutlery, cups, etc. Consider renting sets of plates, cutlery etc. from an event company, or even encourage attendees to BYOP (bring your own plates), BYOC (bring your own cutlery) etc.
- ✦ Is your event or meeting too large to use reusable foodware? Then use foodware options which can be placed in the green organics bin once they are used. These include:
 - ✦ Paper plates and bowls- paper is compostable and can be placed in the green organics bin after use.
 - ✦ Paper or certified compostable cups.
 - ✦ Cutlery- look for options which are made entirely from wood as these can go in the organics bin. Or, look for options which are certified compostable (i.e. have two compostable logos listed in the product information-see these logos below). Any plastic cutlery without these two compostable logos must go into the waste bin.
 - ✦ Stir sticks- use wooden stir sticks (or popsicle sticks) which can be placed in the green bin after use.



APPENDIX C: (CONT'D)

Hosting a Green Event or Meeting Checklist

Remember- Only certified compostable plastic can go in the green organics bin. Therefore, plastic products can only go in the green bin if it has both the following symbols:



- Always avoid Styrofoam and plastic materials!** Both materials are waste and must be placed in the black waste bin.
- Use large bottles/containers of condiments** such as ketchup, mustard, cream, sugar etc. rather than single use condiments. If possible, recycle these containers once they are empty.
- Order items (e.g. paper cups, paper plates) in bulk and use over multiple events/years.**
- Purchase snacks, supplies etc. which come in recyclable packaging/containers or have as little packaging as possible.**
- Ask for group servings instead of individual servings** when ordering food from local restaurants. Many will supply you with food in large reusable containers which they will pick up and wash afterwards.
- Use reusable table cloths or paper rolls to line tables.** Avoid throw away plastic table cloth options.
- Give away “green” promotional items-** look for options which are recyclable, reusable, locally made and made from post-consumer content and non-hazardous materials.
- Use decorations and display materials which can be reused.**
- Go electronic or paperless-** use email or websites to “handout” information or ask all attending a meeting to bring a USB stick for information to be placed on.
- Teleconference if possible-** offer a meeting, course, etc. as a video or telephone conference.
- Encourage attendees to walk, bike, carpool or use public transit to get to and from the event or meeting.**

Other considerations:

- ✦ Price differences between environmentally friendly options and alternatives are often a concern when planning events and meetings. However, it is important to note that these price differences are often not unreasonable and, in many cases, the long-term savings which arise from using durable, long lasting green options and reducing unnecessary purchases can make up for any additional costs. Plus, hosting green events and meetings has the added benefit of helping you establish a positive, environmentally friendly image in the community.
- ✦ A few general “green” characteristics/words to look for when making purchasing decisions are:
 - Recycled content
 - Product disassembly potential
 - Durability
 - Reusability
 - Reconditioned/ remanufactured
 - Bio-based
 - Energy and water efficiency
 - Resource efficiency (non-renewable and renewable)



APPENDIX D: Available City of Leduc Amenities

AILEEN FALLER
Address: Located on Black Gold Drive
Parking: 50
Baseball Diamonds
<ul style="list-style-type: none">• Seating for 30• 2 completely fenced in shale infield ball diamonds with dugouts• 245 – 250' fences
ALEXANDRA PARK
Alexandra Arena Address: 4919 47 Avenue Leduc, Alberta T9E 5X3
Outdoor Pool Address: 5 Alexandra Park Leduc, Alberta T9E 4C4
Alexandra Spray Park Address: 50 Street Leduc, Alberta T9E 4C4
Parking: 150 (Shared between Alexandra Arena, Outdoor Pool, Spray Park, and Library)
Alexandra Park Arena
<ul style="list-style-type: none">• Seating: Approx. 200• Ice dimensions: 185' x 85'• No Ice April through September
Alexandra Outdoor Pool
<ul style="list-style-type: none">• 5- 25m lanes (depth 0.9-1.5 metres)• 9.1 metre x 10.5 metre dive take with a 1 metre diving board and waterslide• 28-30 degrees Celsius• 3 Changerooms
Alexandra Spray Park
<ul style="list-style-type: none">• Open daily May-September (weather permitting)• Free to public• Single public washroom• Outdoor pool change rooms are open to public



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

CIVIC CENTRE
Address: 1 Alexandra Park Leduc, Alberta T9E 4C4
Parking: 105
Atrium
<ul style="list-style-type: none">• Maximum capacity of 100• Indoor seating with plants• Available to rent for meetings, meals, and small weddings• Small patio outside
Lede Rooms A & B
<ul style="list-style-type: none">• Accommodates 70 people• Projector, screen, and whiteboard included in the room
CORINTHIA PARK
Address: 4116 50 Street Leduc, Alberta T9E 7J2
Parking: 5
Skateboard Park
<ul style="list-style-type: none">• Top of the line skateboard park• Total bowl area of 784 metres squared• 1 – 389 metre squared of Street-Skate area
CULTURAL VILLAGE
Address: 4613 44 Street Leduc, Alberta T9E 5T3
Parking: 44
<ul style="list-style-type: none">• Contains an original farmhouse, milking shed, fully landscaped gardens, and the historic Stone Barn• Open year-round
Stone Barn
<ul style="list-style-type: none">• Structure Accommodations' for 200• Represents the original dairy barn that stood on the same site• Available to rent during spring and summer months



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

ELKS PARK
Address: 3404 44 Sreet, Leduc, Alberta T9E 6B4
Parking: 200
Baseball Diamonds
<ul style="list-style-type: none">• 2 fully fenced shale infield ball parks with dugouts• 262' to centre field and 245' to corner
FRED JOHNS PARK
Address: 4 Bienert Court Leduc, Alberta T9E 5K8
Parking: 110
Baseball Diamonds
<ul style="list-style-type: none">• Seating for 110• 3 baseball diamonds with built clay mounds• Completely fenced on all three sides
Park Area
<ul style="list-style-type: none">• Full playground• Public barbeques and gazebos• 3 picnic sites available for rent; all others are on a 1st come, 1st serve basis• 9-hole disc golf course with a view of the lake
JOHN BOLE ATHLETIC PARK
Address: 50 Corinthia Drive Leduc, Alberta T9E 6K8
Parking: 101
Running Track
<ul style="list-style-type: none">• Top of the line 400m track
Football Fields
<ul style="list-style-type: none">• Seating for 101• One full size field, which can be used as an infield for track events• One auxiliary practice field• Field lighting and full irrigation



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

KINSMEN PARK
Address: 50 Corinthia Drive Leduc, Alberta T9E 7L7
Parking: 101
Tennis Courts
<ul style="list-style-type: none">• 4 regulation sized tennis courts• Completely fenced in facility• Nearby changerooms, bathrooms, and concession
Kinsmen Meeting Room
<ul style="list-style-type: none">• Accommodates 30 people• 6 round tables, 2 (6') rectangle table 30 chairs in room
LEDUC RECREATION CENTRE
Address: 4330 Black Gold Drive Leduc, Alberta T9E 3C3
Parking: 895 (plus 300 overflow spaces)
Twin Arenas
Sponsored by Chemco and Wilhawk Beef Jerky
<ul style="list-style-type: none">• Twin NHL Sized arenas with permanent seating for 278 spectators (each side)• Sledge hockey friendly• Can accommodate vehicle access• Lighting can be lit at 33%, 66%, and 100%. Painted steel helps to enhance lighting levels.
Performance Arena
Sponsored by Aspen Custom Trailers
<ul style="list-style-type: none">• NHL sized rink with seating for 1,195• Can accommodate vehicle access• Media box• Home of the Black Gold Rodeo and Alberta Dairy Congress
Curling Rink
Sponsored by BMO
<ul style="list-style-type: none">• 8 sheet curling complex• 150' by 16.5' per sheet of ice• 160' long by 142' wide dry pad• Pad available for rent April through July



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

Fieldhouses
Sponsored by Co-op & Leduc County
<ul style="list-style-type: none"> • Two indoor fieldhouses used for soccer, lacrosse, football/rugby, court sports, banquets, trade shows, concerts and more • Lighting can be lit at 33%, 66%, and 100%. • Fieldhouses have a banquet staging area and can accommodate events of up to 1800 guests. • Permanent seating for 251 on second level • Each fieldhouse is 14,440 square feet (180' long by 80' wide) • County has capability for: <ul style="list-style-type: none"> - Up to 2 provincial-standard volleyball courts capability - Up to 3 basketball courts with 4 inter-collegiate hoops with the capacity to accommodate 6 - Up to 9 badminton courts - Two centre-row curtains to divide fieldhouses into 3 gymnasiums (60' x 80') sections • Co-op has capability for: <ul style="list-style-type: none"> - Removable artificial turf - Up to 3 provincial-standard volleyball courts capabilities - Up to 9 badminton courts - Lacrosse field
West Multipurpose Room
Sponsored by MNP LLP
<ul style="list-style-type: none"> • Accommodates up to 70 people • It is a larger meeting area and is perfect for various events as well as workshops, training and booking various activities • 10 rectangle tables and 70 chairs located in the room • Small sink, refrigerator and microwave • Whiteboard
East Multipurpose Room
Sponsored by Leduc Rotary Club
<ul style="list-style-type: none"> • Accommodates 30 people • Large classroom space is available for programs and private bookings • 4 large round tables and chairs in room (approximately 8 people per table) • Whiteboard
East Boardroom
Sponsored by Leduc Plumbing and Heating (LPH)



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

• Accommodates 30 people
• It provides a comfortable setting to host a meeting, both large and small
• Boardroom with executive style tables/chairs already set in room
• Small sink and counter space
• Projector, screen and whiteboard
Servery
• It is ideal for caterers to prep for events prior to service
• Equipped with convection ovens, walk-in freezer, walk-in refrigerator and dishwasher
• Easily accessible to the field houses with double doors into the field area as well as back access for the caterers to use to unload and load supplies and product
West Kitchen
Sponsored by Kosmos Restaurant & Lounge
• Accommodates 30 people
• A state-of-the-art kitchen facility for cooking classes, programs and special bookings for children's parties and groups
• Includes one (1) refrigerator, two (2) gas ranges, one (1) freezer, microwave, two (2) ovens, sink & prep space
• Located in the centre of the facility
• 4 large round tables and chairs in room
Event Kiosk
Sponsored by Leduc Rotary Club
• Located in the main corridor and can be used for your event headquarters, ticket and/or merchandise sales.
Leduc Recreation Centre Onsite Equipment (Additional Charges May Apply)
• Tables (seat eight) and chairs to accommodate 500 people
• Clear, acrylic podium
• 25 - Six (6) foot rectangle tables.
• 2 - 12' X 32' stages. Each deck is 4'X8'. Rails, stairs, black backdrop and skirting included
• 2 - Oak portable serving bars,
• 2 - Black/stainless steel portable serving bars
• 300' - Eight (8) foot high black pipe & drape
• Garbage cans and recycle cans as required



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

MACLAB CENTRE FOR THE PERFORMING ARTS
Address: 4308 50 Street Leduc, Alberta T9E 6K8
Parking: 236
<ul style="list-style-type: none"> • Seating for 460 • Venue for concerts, theatrical performances, and special events • Foyer available for rental • Coat check and two dressing rooms available
PRIVATELY RUN FACILITIES
<ul style="list-style-type: none"> • Leduc Heritage Grain Elevator • Dr. Woods House Museum • Leduc Golf + County Club • Telford Lake House • L.A Crude Sports Club (Rugby Hall)
TELFORD LAKE
Address: 4801 44 Street Leduc, Alberta T9E 5T3
Parking: 150
Telford Lake Alberta Training Centre
<ul style="list-style-type: none"> • Seating for 150 • Operated by Leduc Boat Club • 8 lanes; 6 can be used for races • Average depth of 1.8 metres, max depth of 3 metres • The only flat-water venue in the prairie provinces with a 2,000-metre marked course • Only centre in Canada to offer 7 modalities: canoeing, canoe polo, dragon boat, kayaking, out-riggers, rowing, and stand-up paddle boarding
WILLIAM F. LEDE PARK
Address: 4205 48 Avenue Leduc, Alberta T9E 5T3
Parking: 425
Baseball Diamonds
<ul style="list-style-type: none"> • 7 fully fenced diamonds with seating for 50 at each diamond • Lights on one diamond, allowing for night play • Diamonds 1-6 have a 301' fence with 3 temporary fence possibilities available • Diamond 7 has a 320' fence • Dugouts and irrigation on all diamonds • Permanent bathrooms and concession/event office onsite



APPENDIX D: (CONT'D)

Available City of Leduc Amenities

Football Field
<ul style="list-style-type: none">• 110 yards x 65 yards• 20-yard end zone on each end• One practice field with irrigation
Soccer Field
<ul style="list-style-type: none">• 8 mini fields• 6 medium fields• 3 – U12-18 sized fields• 1 full sized “Championship” field with irrigation
Rugby Field
<ul style="list-style-type: none">• 2 full sized regulation rugby fields with irrigation• “Rugby Hall” with change rooms, bathrooms, & cash-bar capabilities (Privately rented through the Rugby Club)
Beach Volleyball
<ul style="list-style-type: none">• 4 courts with irrigation• Imported beach volleyball sand with the ability to host both double and team events

