



# Inglewood Bird Sanctuary Booking Site Policies

Please review our site policies carefully before booking your event.

## Sustainability standards

Environmental sustainability is at the core of who we are and what we do at the Inglewood Bird Sanctuary. Minimizing our environmental impact and contributing to a healthy ecosystem are of top priority when it comes to our daily operations, decision making, and facility use.

We choose environmentally friendly and fair trade products, when possible, and re-use, recycle and compost for decreased waste production.

To ensure our park and facility are used in an eco-friendly manner, we require our vendors, partners, and clients to abide by the following sustainability standards:

### RECYCLE

Recycling bins are provided throughout the park and Nature Centre.

### COMPOST

Composting bins are provided in each room of the Nature Centre. Please sort your waste from your compostable materials and dispose of them in the proper receptacles.

### CHOOSE

When purchasing or renting items, consider products that are gentle on the environment, sold by fair trade companies, and made from compostable and/or recyclable materials.

### RE-USE

Before throwing items away, consider if they can be re-used for other purposes or donated to a community group or non-profit organization.

## Booking Conditions

- Bookings are available on a first-come, first-served basis. Spaces are bookable up to one year in advance. The Walker House lawn and Walker House classroom are available seasonally from May 1 to September 30.
- Booking inquiries must be submitted with a minimum of four weeks' notice, to process, invoice, and to confirm if a Customer Service Representative is available on your requested event date. Exceptions may be made for Celebrations of Life, pending site and Customer Service Representative availability.
- Room rates are charged at a minimum of two hours.
- Set-up, take-down, and event must occur within the time booked.
- Proof of the booking is required while on site. It includes spaces booked and the conditions set forth by The City of Calgary. Booking holders are expected to adhere to all conditions laid out on the permit's conditions of use as well as abide by all [Parks & Pathways Bylaws](#). It is the booking holder's responsibility to ensure that all participants are aware of and adhere to these conditions. When the facility is closed, guests are limited to areas listed on the booking only.
- The City of Calgary is not responsible for loss or damages. We reserve the right to limit and/or decline bookings.

## Staffing for Events

- A minimum of one Customer Service Representative will be on site for the duration of the booking. An additional Customer Service Representative may be required for \$50/hour, based on event details. This will be at the discretion of the venue.
- Events afterhours and/or with liquor service require security (\$20/hour – coordinated by Parks).

## Payment Schedule

- Payment schedule is dependent on booking type. Payment schedule will be provided upon confirmation of booking. As event details are confirmed throughout the planning process the rental amount may change as a result.
- A \$150 non-refundable deposit is required to reserve a date.
- If payment is not made at the designated timelines, the City of Calgary holds the right to cancel the booking.

## Cancellation Policy

- Should cancellation occur, the City of Calgary must receive and acknowledge formal cancellation notice from the booking holder in writing. Last-minute changes may not be accommodated based on staff availability.
- Applicable refunds and cancellation timelines are booking type dependent and will be listed on the booking.
- The City of Calgary reserves the right to revise or cancel bookings at any time.

## **Event Set-up Limitations**

- Minimal decorations are supported at this site and require pre-approval. Items may not be tied or taped to facility structures. Please consider sustainable, eco-friendly decorating options.
- A list of all items to be brought in are to be submitted to the Rental Coordinator for approval, four weeks prior to the event.
- Items not approved include but are not limited to generators, lanterns, open flames (including candles), confetti (including bird seed, rice, and imitation/real flowers), balloons, and bubbles.
- Facility tables and chairs will be set-up by site staff.
- All items brought on site shall be delivered, set-up and removed within booking time. If additional time is required for set-up and takedown, please request additional time, no less than four weeks prior to the event. Drop-off, set-up, and take-down of items brought on site are the responsibility of the booking holder.

## **Outside Vendors**

- Caterer of your choice is permitted. The catering company is responsible for the set-up, takedown, and clean-up of the area used. See additional Catering Guidelines document.
- Vendors are allowed on site during booking time only.
- All event garbage/recycling/compost must be disposed of in the designated areas at the conclusion on the event.

## **Alcoholic Beverage Requirements**

- Liquor service is only permitted for bookings within the Nature Centre.
- Alcohol consumption is not permitted unless a liquor license and event insurance has been obtained. The liquor license and event insurance must be sent to the Rental Coordinator two weeks prior to event.
- Liquor service is restricted to between 4 p.m. and midnight. Service may begin before 4 p.m. on weekends only, however, requests must be received at time of booking.
- Permit holder is to ensure a copy of liquor license is posted.
- Events with liquor service require security (\$20/hour – coordinated by Parks).

## **Special Event Insurance**

- Special events require general liability insurance in an amount not less than \$2 Million inclusive limit for any one occurrence and such insurance shall include The City of Calgary as additional insured for the duration on the booking. A copy must be provided to Parks at least two weeks prior the event.

## **Music**

- DJS and other forms of recorded or live music are permitted. Limited electrical outlets are available.
- Music must be confirmed at time of booking. Volume must align with current [Community Standard Bylaws](#).
- A SOCAN (Society of Composers, Authors, and Music Publishers of Canada) license is required and must be obtained by the event organizer.

## **Parking**

- Complimentary parking for up to 60 vehicles is available.
- Overnight parking is not permitted.

## **Filming/Photography**

- Photographers are welcome to use the park or facility for photography sessions. To ensure guaranteed access to areas within the Nature Centre or on the Walker House lawn, please book the space(s) required.
- Permits are required for filming using City of Calgary assets including parks, sidewalks, road, and buildings. All filming requests are made through the [Calgary Economic Development website](#).

## **Technology Information**

- Wi-Fi is available for bookings, and visitors can access public Wi-Fi through Shaw Go.
- Projector, screen, mic, podium, speakers are available for indoor spaces.

## **Fire and Safety**

- Alberta Building Code and Fire Code dictate room capacities. Maximum room capacities are based on room set-up and access to egress routes and exits.
- Use of pyrotechnical equipment (including smoke or dry ice machines) and confetti are not permitted.
- Candles and other open flames are not permitted.