



# Inglewood Bird Sanctuary Conditions of Use

The Inglewood Bird Sanctuary is a federally sanctioned migratory bird sanctuary that offers a natural, one-of-a-kind setting for wedding ceremonies. We accept bookings up to one year in advance.

## Inglewood Bird Sanctuary Use

**Plant material:** Due to the federal wildlife reserve status, some plants are prohibited from entering the Inglewood Bird Sanctuary. Please review the [prohibited species list](#) prior to your event to ensure your floral arrangements do not include prohibited plants.

Removal of any natural matter found within the Sanctuary is prohibited.

**Bylaw:** All bookings must adhere to the [special event guidelines](#) and [Parks bylaws](#).

**Capacity:** Bookings must follow the below capacity regulations:

Space	Maximum Capacity		
	Theatre/Standing	Classroom	U-shape
Nature Centre - Pickering Room	40	24	24
Walker House - Classroom	20	20	20
Walker House - Lawn	50	N/A	N/A

Please note, Walker House is not included in lawn bookings. If you require access to the house beyond washroom access, you must book the classroom at an additional cost.

**Catering:** All food and beverage must be provided by City-approved caterers. For information, please contact Inglewood Bird Sanctuary by calling 3-1-1 or email [ibs@calgary.ca](mailto:ibs@calgary.ca).

**Decorations:** Minimal decorations are supported at this site. Generators, floating/flying lanterns, open flame, flower petals, bird seed, rice, confetti, balloons, bubbles are not allowed. Staked or weighted tents, runners, carpets, mats, or other items that block airflow to the grass are also not permitted. Other decorations must be approved by Parks.

**Music:** If you use music as part of your event, you must obtain a SOCAN performing rights license. Proof of license is required. Visit [www.socan.ca](http://www.socan.ca) for more information. Use of amplified equipment must be pre-approved by Parks, and is restricted to indoors only due to disturbance to wildlife. Acoustic music may be allowed outdoors pending Parks' permission.

**Parking:** Free parking is available at the Inglewood Bird Sanctuary. Limited parking is allowed at Walker House (3 cars maximum) and must be requested at time of booking.



## Booking the Sanctuary

**Payment:** Space is confirmed once the \$150 non-refundable deposit is paid. The rental includes exclusive use of the area designated in the booking.

**Cancellations:** If a booking is cancelled with more than 60 days' notice, a refund in the same form of payment, minus the \$150 non-refundable deposit and a \$50 cancellation fee, will be refunded. If the booking is cancelled with less than 60 days' notice, the entire amount of the booking will be kept in full. Cancellation of events must be done in writing to be considered valid.

**Permits:** Permit holders must have a copy of their booking permit with them at all times during the event as proof of their rental. Permit holders are expected to adhere to all conditions of use and bylaws, and to ensure all guests are aware of and are adhere as well.

**Set-up and clean-up:** Delivery of any items must occur during the allotted booking time as outlined on permit. All items brought on site must be removed prior to the end of booking and space must be left in the conditions in which it was found. Advance drop off of any materials is not permitted as no storage is available on site.