



## **DEVONIAN GARDENS CONDITIONS OF USE**

*Thank you for considering The City of Calgary Parks, please read this document prior to confirming your event.*

### **Bookings**

**After-Hours Approval:** Bylaw and CORE Security approval is required for all bookings after 9:00 p.m. This will be finalized by City of Calgary Parks staff.

**Availability:** Bookings are on a limited, first-come, first-served basis to ensure public access to the Gardens.

**Cancellation policy:** If an event booking is cancelled with more than 60 days' notice, a refund in the same form of payment, minus the deposit and a \$50.00 cancellation fee, will be provided. If the booking is cancelled with less than 60 days' notice, the amount of the booking will be kept in full. Cancellation of events must be done in writing to be considered valid.

**Catering:** All food/beverage must be provided by Devonian Gardens' [exclusive caterers](#).

**Filming:** Permits must be issued for professional filming of the Gardens. More info on the [EDC website](#).

**Liquor:** Alcohol sales, service and consumption is not permitted unless a liquor license has been obtained. Licenses must be provided by our exclusive caterers only. Last call at midnight with event completion by 1 a.m. Events with liquor service require security (\$20/hour - coordinated by Parks).

**Permits:** A copy of the permit must be available always during the event. This is proof of your booking and includes the conditions set forth by the Parks area offices. Permit holders are expected to adhere to all conditions laid out on your permit's conditions of use as well as abide by all other Parks Bylaws and Devonian Gardens Regulations. It is your responsibility to ensure that all participants are aware of and are adhering to these conditions. When the park is closed guests are limited to areas listed on the permit only.

**Photography:** All professional photograph sessions must obtain a permit for one-hour non-exclusive access to the Gardens. Daily permits are limited, and a minimum 5 days' notice is required.

**Payment Info:** Space is confirmed once balance is paid by either credit card or cheque. Credit cards can be taken over the phone at 403-476-4350, and cheques with the permit number noted may be mailed to:  
The City of Calgary Parks, Ralph Klein Park # 202, P.O. Box 2100, Station M, Calgary, AB T2P 2M5

**Set-up and clean-up:** Your booking must allow time for any additional set-up or clean-up time needed. Please leave the space in the same condition in which it was found (free of litter).

**Special Event Insurance:** General liability insurance is required in an amount of not less than \$2 Million inclusive limit for any one occurrence and such insurance shall include The City of Calgary as additional insured.

**Staffing for Events:** Events occurring after hours, or with more than 80 people, require an additional Customer Service Representative being booked at the cost of the organizer \$50/hour.



## Site Information & Regulations

**After-Hours Access:** The mall's doors and escalators close one hour after operating hours. You can access the Gardens through the [+15](#) system open until midnight. The 3rd Street entrance also has a buzzer to connect you with mall security to grant you access. Please take the elevator to the 4th floor.

**Bylaw:** The City of Calgary [Bylaws](#) governs appropriate activities and behavior in parks and facilities, and all renters are required to abide by these bylaws and their regulations. In addition, regulations and requirements laid out in the permit Conditions of Use section.

**Damage:** All bookings undergo a pre and post inspection. Damage incurred to the Garden because of the event will result in additional fees charged at its appraised value and labour used for excessive clean-up.

**Decorations:** At the discretion of Parks, minimal decorations are supported at this site. Please do not tie or tape any materials to trees and plants. Generators, open flame, bubbles, rice, confetti and flower petals are not permitted.

**Fountains:** With prior notice, fountains can be turned off for up to 4 hours during your event.

**Garden Bed Display:** We cannot guarantee garden displays will remain the same from the time of your initial walk-through until your event. Plantings are seasonal and may change.

**Garden Etiquette:** It is prohibited to disturb any part of the plant collection including seed collection or removal of any plants. Do not step in planted beds. Do not throw coins into the ponds as this is harmful to fish.

**Internet Access:** Wi-Fi is now available for bookings, and visitors can access public Wi-Fi through [Shaw Go](#).

**Loading Dock:** Located on [2nd St SW](#) between 7th and 8th Ave SW. Hours of operation are 6 a.m. – 11 p.m., 7 days a week. Deliveries may not be made to the loading dock from 11.30 a.m. – 1.30 p.m. on weekdays. Times need to be pre-approved by Parks. 12'6" is the maximum overhead clearance.

**Lighting:** With minimum 1 month's notice, lights in the garden can be dimmed. Additional contractor's fee apply.

**Litter:** Organizers are required to pick up and remove all garbage from site and place in proper receptacles in the garden, large blue & green bins can be provided. Parks reserves the right to charge an additional fee if excessive cleanup is required.

**Music:** Use of amplified/acoustic equipment must be pre-approved by Parks. Amplified/acoustic volume must align with current [Community Standards Bylaws](#) and [CORE Shopping Centre hours](#).

**Parking:** There is no reserved parking for Devonian Gardens. The CORE Shopping Centre has two [parkades](#) with free parking evenings and weekends (up to 3 hours).

**Storage:** Client must account for set up/take down of special equipment when booking the gardens. No items may be stored on site before or after the event.