

Recreation, Parks and Culture, 2025 Oak Street, Sherwood Park, AB T8A 0W9 Phone 780-467-2211 Fax 780-449-1906
Mail: Recreation Administration Office, 2001 Sherwood Drive, Sherwood Park, AB T8A 3W7

Booking dates and locations are subject to availability. To reserve your booking, ensure that you submit your completed Pre-Event application and pay your deposit as early as possible.

Contact Information

Organization Name _____

Contact Last Name _____ (Print) Contact First Name _____ (Print)

Address _____
Street and Number City/Town Province Postal Code

Contact Phone Number _____

Email Address _____

Event Information

Name of Event: _____ Number of Attendees: _____

Location of Event: _____ Number of Vehicles: _____

Date(s) of Event (yyyy-mm-dd): _____

Time(s) of Event: Start: _____ End: _____

Brief Description of Event (activities planned, cost of participation, open or closed to the public, vending, etc.):

Event Checklist

Required:

All the following items must be submitted to recreation@strathcona.ca prior to being contacted by Strathcona County regarding your event:

1. Completed Pre-Event Application REC 27231
2. Layout/site map
3. Schedule of activities

Considerations:

- Public health guidance must be followed at all times.
- Develop a rental agreement with Strathcona County and pay fees associated with rental agreement (damage deposits, event fees, etc.).
- Liability insurance may be required, as determined by Strathcona County.
- Permits may be required, as determined by Strathcona County.
- Inflatable location approval from Strathcona County.
- You are responsible for leaving the site in the same condition in which you find it. Litter must be picked up and all garbage cans emptied into the nearest Strathcona County dumpster.
- Propane barbecue location approval from Strathcona County. Consider using grease mats as stains will count against your damage deposit.
- You are responsible for providing first aid, security, and parking supervision for your event, as required.
- No alcohol is permitted on-site.
- Strathcona County will not be at fault for lost or stolen items.

For more information on planning a successful event in Strathcona County, please refer to the [Event Planning Toolkit](#).

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for managing and administering the Special Event. If you have questions about the collection, use or disclosure of this information, contact the Manager of Finance and Business Operations, Recreation, Parks and Culture at 780-467-2211.