



# ABBEY PLATINUM MASTER BUILT CENTRE BLACKFALDS AG SOCIETY AMPHITHEATRE

Facility Rental Information Package

Guest Services

Abbey Centre | 4500 Womacks Road

**403.885.4039** | [guestservices@blackfalds.ca](mailto:guestservices@blackfalds.ca)

Updated

**11/07/2025**

**BLACKFALDS**  
ALBERTA

# ABBHEY CENTRE BLACKFALDS AG SOCIETY AMPHITHEATRE 4500 WOMACKS ROAD

## QUICK OVERVIEW

Ideal location for outdoor events such as weddings, small outdoor concerts and theatre performances. The amphitheatre is located on the northeast corner of the Abbey Centre grounds.

**SIZE:** Main Stage 20 ft x 24 ft

**CAPACITY:** 300 tiered style seating

**FEATURES:** Natural open grass space surrounded by trees. Stones for steps/seating.

## AMENITIES

- West facing covered stage.
- Access to power via the stage.



**FACILITY RENTAL INFORMATION PACKAGE**

	<b>LOCAL</b>	<b>NON-LOCAL</b>	<b>LOCAL NON-PROFIT</b>
<b>HOURLY</b>	\$21	\$25.20	\$12.60
<b>DAILY</b> (7 am to 10 pm)	\$168	\$201.60	\$100.80
<b>WEEKEND</b> (Friday 12 pm to Sunday 6 pm)	\$336	\$403.20	\$201.60

**Local** – Individuals or businesses who pay their taxes to either the Town of Blackfalds or Lacombe County

**Non-Local** – Individuals or businesses who do not pay their taxes to the Town of Blackfalds or Lacombe County

**Local Non-Profit** – Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or cities in Lacombe County

Bookings must be a two hour minimum.

# RULES & REGULATIONS

## SUBJECT TO CHANGE WITHOUT NOTICE

### **FEES**

Full payment of facility fees is required at the time of booking.

### **CANCELLATION OF FACILITY AGREEMENT**

Guest Services must receive a completed Facility Cancellation Request Form before refunding of fees occurs.

For rentals under \$300 all fees will be withheld.

For rentals over \$300 and the cancellation occurs less than 30 days from the event date, all fees will be withheld.

For rentals over \$300, if the cancellation occurs more than 30 days prior to the rental date, a \$300 non-refundable booking fee will be retained and the remainder of the facility fees will be refunded with a cheque.

In the event that a State of Emergency or other circumstance deemed important by the Town of Blackfalds, this facility may be required by the Town resulting in the cancellation of your booking and a full refund being issued.

### **CHANGES TO FACILITY AGREEMENT**

Facility set-up instructions (i.e. podium, extra tables) will be accepted up to 30 days prior to your event. We will not be able to accommodate requests beyond this timeline.

All tables, chairs, lighting and/or needed equipment is the responsibility of the renter to provide.

### **INSURANCE REQUIREMENTS**

Proof of insurance for high risk events must be provided to Guest Services 30 days prior to your event. You may apply for insurance by going to <https://blackfalds.instantriskcoverage.com/login>

or utilize an insurance broker (event date must be within 4 months from date of application).

### **SPECIAL EVENT PLANNING**

If you are planning an event open to the public please consult Alberta Health Services – Environmental Public Health at <https://www.albertahealthservices.ca/eph/Page13999.aspx> for information and guidelines necessary to organize and host a special event. Notification and approval must be obtained via AHS.

### **SPECIAL EVENT PERMIT**

Any event that may impact town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc. and take place on public lands. Please fill out a Special Event Application found here: <https://www.blackfalds.ca/p/special-event-permits>.

### **BUSINESS LICENSE**

In accordance with the Town of Blackfalds Business License Bylaw 1209/17, renters must obtain and display the appropriate Business License for their event when renting Town of Blackfalds facilities. Events held for profit or gain, excluding non-profit or charitable organizations, may also require a current business license.

Licenses and fees vary by business type. If it is determined that your event requires a business license, a copy of the license or receipt must be provided to Guest Services no later than 30 days prior to the event.

License information is available at: <https://www.blackfalds.ca/p/business-licenses>. Please contact the Town of Blackfalds Planning & Development Department at

403.885.4677 for further information or to start the application process.

**DECORATING & SET-UP**

All decorating / set-up and cleanup is required to take place within your booking time. **Confetti, glitter, rice and open candles may not be used in any part on the grounds.** Please do not use duct tape on the floor. Non-compliance with these standards will result in costs for extra cleaning or repairs being billed to the renter. No fixtures (i.e. nails, screws, eyelets etc.) are to be attached to the covered stage.

**NOISE**

All events and functions must adhere to the Town of Blackfalds Community Standards ByLaw 1220/18 or have a Special Event Permit to extend the hour's stated in the By-Law.

**FOOD SERVICE**

Food Services is available May long weekend to September long weekend. Service delivery for special events and large field house bookings will be decided on a by case by case situation if taking place outside of the summer months.

The Town of Blackfalds does not adhere to any exclusivity rights inside the Abbey Centre building itself, therefore, outside food (restaurant and store bought) is allowed to be brought and consumed within the facility but may not be for re-sale purposes.

Please contact Guest Services at 403-885-4039 for further information.

Should you wish to proceed with a booking please go to [www.blackfalds.ca/rentals](http://www.blackfalds.ca/rentals) and fill out the Facility Booking Request Form at the bottom of the page. Guest Services will contact you for further details.

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## **CLEAN-UP**

The renter is responsible for the general clean-up of the facility.

- All decorations and related items must be removed by the time indicated on your agreement. No overnight storage allowed.
- Garbage must be picked up and placed in the garbage bins located on the east side of the Abbey Centre.
- Recycling must be taken out by renter.

## **VACATING THE FACILITY**

It is essential that the Amphitheatre be vacated at the completion time stated on the agreement so Building Services may perform clean-up. If the facility is not vacated as agreed in the agreement, charges will be billed to the renter.

## **EMERGENCY PHONE NUMBER**

Fire, Ambulance, Police | 911

*\*The Town of Blackfalds is not responsible for charges incurred due to false smoke alarms, this is the responsibility of the renter.*

## **TOWN OF BLACKFALDS CONTACT NUMBERS**

Guest Services | 403.885.4039

Community Services (after hours) | 403.357.9888

\* All booking payments and facility fees are required at the time of booking, either in person or by phone.

\* All cheques are payable to Town of Blackfalds.

# RENTERS AGREEMENT & RESPONSIBILITY

I have read, understand and agree to comply with the Amphitheatre Rules and Regulations. By signing this Agreement electronically, you are consenting to sign this Agreement by electronic means, and the terms and conditions are legally binding and are of the same force and effect as made with wet ink.

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**RENTER'S SIGNATURE**

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**DATE (MM/DD/YY)**

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**GUEST SERVICES SIGNATURE**

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**DATE (MM/DD/YY)**

As the before mentioned renter, the individual signing the Amphitheatre agreement is responsible for the set-up and organization of the event as well as to also ensure that all rules and regulations are followed from the event start time to the event completion time as stated on the agreement. This signed and dated Information Package must be sent or returned to Guest Services and a copy of the signed agreement by the requested date to generate a complete booking.

*The renter shall indemnify the Town of Blackfalds, its agents and employees, from and against any claims, demands, losses, damages, actions, suits or proceedings by third parties that arise out of a private booking of the Amphitheatre, unless proven to be directly caused from gross negligence by the Town of Blackfalds.*