

# Enchanted Forest Registration Form



## 2025/26 Registration

**November 28, 2025 – January 7, 2026**

*City Hall, Fort Saskatchewan Public Library, Dow Centennial Centre, and Shell Theatre*

***Registration deadline is November 14, 2025. Please complete all fields.***

***Please submit completed forms to [specialevents@fortsask.ca](mailto:specialevents@fortsask.ca)***

**Name of Organization: \***

**Contact Person: \***

**Contact Cell Phone #: \***

**Email: \***

**Tree Description/Theme:**

**Location Preference:** (City Hall, Public Library, DCC Front Lobby, DCC Banquet Area, Shell Theatre)

**1st: \***

**2nd: \***

**3rd: \***

**4th: \***

**Tree Display/Size (include theme of the tree along with height, width, and depth): \***

**Note:** Trees should be 7 feet in height or under. Display areas around the tree must not exceed 5 feet squared.

**Will it be an interactive Tree/Display? \***

- ☐ Yes
- ☐ No

**Note:** If your tree is interactive you must provide a sign outlining parameters.

## Set up and take down Hours of Operation

**City Hall & Fort Saskatchewan Public Library**

Saturday: 10:00 am – 5:00 pm  
Sunday: 1:00 – 5:00 pm  
Monday to Thursday: 10:00 am – 9:00 pm

**Dow Centennial Centre**

Saturday and Sunday: 10:00 am – 8:00 pm  
Monday to Thursday: 10:00 am – 9:00 pm

**Shell Theatre**

Saturday: 11:00 am – 5:00 pm  
Monday to Thursday: 9:00 am – 4:00 pm

**Preferred set up date(s) and time(s):**

Trees can be set up between Saturday, November 22 and Thursday, November 27, 2025. Times may be subject to change.

**Preferred set up  
date(s):**

**Preferred set up time(s):**

**Preferred take down date(s) and time(s):**

Take down Thursday, January 8 to Tuesday, January 13, 2026.

**Preferred take down  
date(s):**

**Preferred take down  
time(s):**

**Do you require power? \***

- ☐ Yes
- ☐ No

*Minimum length for extension cord is 12 feet. You are responsible for providing your own labeled extension cord.*

**Please share any social media accounts connected to your organization:**

**Trees are located in unsupervised public spaces. The City of Fort Saskatchewan is not responsible for the damage to trees or the loss or damage to decorations.**

*This personal information is being collected and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of the Enchanted Forest Event. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.*