

Ice Rental Application

BOOKING INFORMATION

Invoice # _____

Main Contact (Renter):		Date of Application: / /
Organization:		
Mailing Address:		
City:	Province:	Postal Code:
Email:		Cell: () () () () () ()
Alternate Contact:		Alternate Contact Phone: () () () () () ()

I hereby authorize that I have the legal authority to act as a representative for the above noted organization. I further agree to act as the official liaison for the organization and to be the main point of contact with the Town of Banff. Yes No _____ Initials

I hereby authorize the Town of Banff to release my contact information to other user groups accessing Town of Banff facilities for the purposes of rental allocation inquiries. Yes No _____ Initials

RENTAL REQUEST DETAILS

Please be advised that the Renter must be off the ice at the time indicated on the rental contract. The Renter will be permitted to enter the dressing room 45 minutes prior and 30 minutes post rental. Assignment at the discretion of the Town.

Rental Name: _____		Number of Teams: _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Co-Ed		Is a separate dressing room needed for females? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Day and Date:	Start Time:	*End Time:	
Day and Date:	Start Time:	*End Time:	
Day and Date:	Start Time:	*End Time:	
Day and Date:	Start Time:	*End Time:	
Day and Date:	Start Time:	*End Time:	

	Resident Prime (per hour)	Resident Non-Prime (per hour)	Non-Resident Non-Prime (per hour)	Non-Resident Prime (per hour)	Time Requested (Hours)	Total
Arena 1 or 2						
Adult	\$219	\$145	\$245	\$255		
Youth	\$110	\$100	N/A	N/A		
TOTAL						\$

Hockey Alberta Sanction # _____ Level _____

*Floods:

1-1.25 hour game, 1 flood post game / 1.5-2 hour game, 1 flood during & 1 post / 2.5-3 hour game, 1 flood after each period & 1 post

OTHER CONSIDERATIONS

Do you require tables for registration or raffle? Yes No Quantity: _____
 Do you require a flip chart for raffle announcements? Yes No Quantity: _____

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Please select from below those that will apply to the rental:

Microphone	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Arena 1 and/or Arena 2: _____
Photographer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Contracted Organizer / Planner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Admission Charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cost \$ _____

Note: The Renter will be required to supply audio cables for music in the arenas.

INSURANCE and LICENSING

Renters are required to provide a certificate of insurance prior to commencement of a rental that includes:

- A minimum of \$2 Million (2,000,000) of Commercial General Liability per occurrence; *and*
- That lists the Town of Banff and Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency as additional insured with no limitation on the scope afforded.

It is the Renter’s responsibility to ensure that all required insurance and/or licenses are secured and provided to the facility booking staff prior to the rental start date (i.e. liquor license, vendor license, insurance, etc.).

A valid business license is required by vendors contracted by the Renter. For more information about business licensing please contact (403) 762.1215.

RULES AND REGULATIONS

The Renter agrees to follow the rules and regulations outlined below:

- I. The Renter shall restrict the use by participants and/or attendees to the rental space.
- II. The Renter shall be responsible for ensuring the safe, responsible and respectful use of the rental by the participants and/or attendees.
- III. The Renter shall ensure that any damages to the rental space is reported to Town of Banff and the Renter shall be charged for the cost of replacement and/or repairs for such damages.
- IV. Warm-ups, meetings, setup and takedown, etc. times must be within the times specified in the rental.
- V. The Renter accepts the rental space “as is, where is”.
- VI. The Renter shall not make or erect any installations, alterations, modifications, or additions to the rental space without prior written consent from the Town of Banff
- VII. Where applicable, the Renter is responsible for obtaining a license from SOCAN when using music, live or recorded, during the rental.
- VIII. The Renter will take reasonable steps to ensure that no unauthorized persons enter the rental space during the time of the rental.
- IX. The Renter shall use the rental space for the Purpose of Use and for no other purposes. The Renter shall not permit the use of the rental space by any other person without prior written approval of the Town of Banff.
- X. The Renter shall not sell or distribute food and/or beverages for consumption and/or sell goods or services without the permission of the Town of Banff and then only after securing the necessary permits and/or licenses.
- XI. The Town of Banff may take a percentage of ticket sales or revenues for commercial events and/or bookings.
- XII. The Director of Community Services may at any time cancel the Rental Contract with or without cause.

Representatives of the Town of Banff may remove participants and/or attendees who are believed to be in violation of the above specified rules and regulations. The Town of Banff reserves the right to charge and collect from the Renter fees that it incurs as a result of the rental (i.e. legal, contractor (i.e. for repairs/ damages), cleaning, etc.).

The Renter agrees to abide by applicable federal, provincial and Town of Banff bylaws, regulations and corporate policies. In addition:

- I. The Renter agrees to use the rental space at their sole risk.

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- II. The Renter understands that the personal information collected in the process of issuing the rental permit is obtained under the Freedom of Information and Protection of Privacy Act and is necessary for the issuance of such rental contract/permit.
- III. The Renter is responsible for obtaining the necessary insurance (inclusive of general liability insurance) for the duration of the Rental.
- IV. The Renter shall indemnify and hold harmless each of the Town of Banff and its elected officials, officers, employees and agents from and against any and all claims, actions, demands, damages, losses, liabilities and expenses arising out of or as the result of:
 - i. Any breach, violation or non-performance of the terms and conditions on the part of the Renter as set out in this Rental Contract;
 - ii. Any damage to property occasioned by the use of the rental space by the Renter, its employees, volunteers, members, coaches, participants, guests and invitees;
 - iii. Any injury, illness or death of any person or any damage to property or other losses arising from or resulting from the use of the rental space by the Renter, its employees, volunteers, members, coaches, participants, guests and invitees;
 - iv. Any act or omission (including theft or negligence) on the part of the Renter, its employees, volunteers, members, coaches, participants, guests and invitees; *and/ or*
 - v. Any breach of any intellectual property rights arising from or resulting from the use of the rental space.

FOOD AND BEVERAGE

Food and beverage services are provided by the onsite caterer Oh Bento (asuka@ohbentobanff.com) at the Fenlands.

Note: Commercial outside food and beverage is not permitted at the Fenlands.

CHANGES / CANCELLATION

If the Renter provides written notice of cancellation 30 days from the date of rental 75 percent of the total rental payment will be refunded. If a cancellation or reduction in rental time is within 30 days of the rental, no refund will be issued. A \$25.00 administrative fee will be charged for all rental changes and cancellations (per occurrence).

PAYMENT

Payment is required at the time of booking.

**Note: Bookings that exceed \$1000 are be considered a unique booking and require a minimum deposit of \$1000 or 25% of the total booking, whichever is greater.*

A damage deposit will be charged to the Renter two days prior to the rental and is conditionally refundable provided there is no damage to the facility or equipment as a direct result of the rental.

I (the Renter) certify that I have read the above guidelines and agree to conform hereto and to be strictly bound thereby. By signing below I acknowledge that failure to comply with the above will result in a cancellation of rental and loss of payment.

Signature of Applicant

Date

Please submit completed request form to:

Facilities Booking Office
The Fenlands
403-762-1235
rentals@banff.ca