

Recreational Facilities Rental Application



CLASS Permit # _____

BOOKING INFORMATION

Main Contact:		Date of application: / /
Organization:		Banff Business License #:
Mailing Address:		
City:	Province:	Postal Code:
Email:		Cell: ()
Alternate Contact:		Alternate Contact Phone: ()

INFORMATION ABOUT THE EVENT

It is the renter's responsibility to request adequate set-up and take-down time. The renter will only be permitted on-site during the times contracted.

Name of Event:		Estimated #. Of Guests:				
		_____ adults + _____ kids = _____ people				
Day (s) and Date (s) of event:		Start time:		End time:		
<input type="checkbox"/> Corporate	<input type="checkbox"/> Private	<input type="checkbox"/> Tournament	<input type="checkbox"/> Special Event	<input type="checkbox"/> Other: _____		
Facilities	Hours needed <i>(minimum 2 hours)</i>	Hourly Rate				Total
		Resident	Resident Commercial	Non-Resident	Non-Resident Commercial	
<input type="checkbox"/> Protection Mt. Shelter <i>(key to be picked up at town hall)</i>	_____ x	\$ 29	\$51	\$36	\$63	= _____
<input type="checkbox"/> Little Bow Shelter	_____ x	\$ 22	\$40	\$29	\$50	= _____
<input type="checkbox"/> Norquay Shelter	_____ x	\$ 22	\$40	\$29	\$50	= _____
<input type="checkbox"/> Ball Diamond Sulphur	_____ x	\$ 35	\$57	\$42	\$71	= _____
<input type="checkbox"/> Ball Diamond Bourgeau	_____ x	\$ 35	\$57	\$42	\$71	= _____
<input type="checkbox"/> Ball Diamond Rundle	_____ x	\$ 35	\$57	\$42	\$71	= _____
<input type="checkbox"/> Soccer / Rugby Field	_____ x	\$ 39	\$51	\$47	\$78	= _____
<input type="checkbox"/> Basketball Court	_____ x	\$ 29	\$35	\$36	\$43	= _____
<input type="checkbox"/> Tennis Court	_____ x	\$ 29	\$35	\$36	\$43	= _____
TOTAL:						

Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before final approval may be issued (i.e. insurance, liquor permit, etc.) **Note that some activities may not be approved.**

Alcoholic Beverages:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Food Service:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____

Recreational Facilities Rental Application



INSURANCE and LICENSING

Any booking(s) that have alcohol or are considered a high risk activity requires insurance. If you require insurance your certificate must include:

- A minimum \$2 million (per occurrence) of General Liability coverage and
- The Town of Banff and Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency must be named as additional insured

It is the renter's responsibility to ensure that all required insurance or licenses are secured and provided to the facility booking staff **prior** to your event (i.e. Liquor License, and Liability Insurance).

Town of Banff business licenses are required for vendors contracted by facility renters. You the renter are responsible to inform the Town of Banff of all vendors supplying services to your event. For more information about business licensing please contact 403-762-1215.

CHANGES / CANCELLATION

If notice of cancellation is more than 30 days from date of event 75% of the rental payment will be refunded. Less than 30 days from date of event no refund will be issued. **Refunds for Town of Banff facilities will be processed within 30 days.**

****Adjustments to the contract after confirmation will cost \$25/transaction.***

I certify that we have read the above guidelines and agree to conform hereto and to be strictly bound thereby.

PAYMENT

Full payment is required at time of booking to confirm your rental. Any facility booking that exceeds a total of \$1000 can be considered a unique large-scale booking and payment provisions can apply. In the case of a large-scale booking, a minimum deposit required is \$1000 or 35% of the total booking, whichever is greater.

A damage deposit will be charged to your credit card several days prior to your event and is conditionally refundable provided there is no damage to the facility or equipment as a direct result of booking.

Name on the card:	Date of application: / /
Credit Card # (M/C or Visa only):	Expiry:

Signature of Applicant

Date

Recreation Facilities Booking Office
The Fenlands
P 403-762-1238 or 403-762-1113
F 403-762-1262
rentals@banff.ca