Facility Rental Application

THE fenlands BANFF RECREATION CENTRE

BOOKING INFORMATION

CLASS Permit # _____

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:	Set-up/start time:	Clean-up/end time:

☐ Meeting / Training / Workshop ☐ Sporting Event ☐ Special Event ☐ Trade Show ☐ Other:_____

Facilities	Hours needed		Hourly Rate *(minimum 2 hours)*		Daily rate *(maximum 10 hours)*	Total
☐ Arena 1 Dry Floor	_____	x	$ 200 / hour	or	$1800 / day	= _____
☐ Arena 2 Dry Floor	_____	x	$ 200 / hour	or	$1800 / day	= _____
☐ Curling Dry Floor (incl. lounge)	_____	x	$ 320 / hour	or	$2300 / day	= _____
☐ Concourse	_____	x	$ 250 / hour	or	$2250 / day	= _____
☐ Lounge	_____	x	$ 120 / hour	or	$ 500 / day	= _____
☐ Meeting Room 1	_____	x	$ 45 / hour	or	$ 225 / day	= _____
☐ Meeting Room 2	_____	x	$ 45 / hour	or	$ 225 / day	= _____
☐ Meadow	_____	x	$300 / hour *incl. indoor back up location*			= _____

Please note that Banff residents are entitled to receive discounted rates. ***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.***

Music:	Yes ☐	No ☐	Vendor:_____
Audio-Visual:	Yes ☐	No ☐	Vendor: _____
Equipment rental:	Yes ☐	No ☐	Vendor: _____
Other: _____	Yes ☐	No ☐	Vendor: _____

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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 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.

FOOD and BEVERAGE

No commercial outside food and beverage permitted under any circumstances. Advance ordering/special pricing for groups is available from our on-site caterer. Please contact Oh Bento Banff at asuka@ohbentobanff.com

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 the 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 25% 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 your 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