

Instant Risk Insurance

How to Guide for Clients

Key Tips:

- Use this link to apply for insurance: <https://banff.instantriskcoverage.com/>
- The Name of the Insured (policy holder) must be **identical** to the name of the person (Renter) who signed the Town of Banff Rental Application (the Agreement).
- Rental Contract Number: **This will be the invoice number on the Renter's Town of Banff invoice.** This four-digit number can be found at the top right-hand corner of the invoice.
- InstantRisk will forward approved insurance certificates to rentals@banff.ca.

7/21/2021

Book King Scheduling Module 8.40 - Scheduling Receipt



Town of Banff - Recreation Facility Bookings
PO Box 1260
Banff, AB T1L 1A1
Phone: 403.762.1235
Scheduling Receipt

Creation Date: Tue Jul 20, 2021
PAYEE: J Smith
100 Norquay Road
Banff, Alberta, Canada
T1L1A8

Receipt #: 3077

Total Amount Due: \$0.00
Amount Paid: \$0.00

Balance Due: \$0.00

Client #: 8097
Phone 1: 403.762.1235
Event: Private Event

Phone 2:

Email: rentals@banff.ca
Fax:

Status: Firm

- Alcohol: if alcohol is being served or provided during the Rental, please note the following:
 - Special Operations Permit refers to an AGLC Liquor License (Alberta)
 - Smart Serve refers to a Proserve (Alberta) (i.e. Proserve is the individual certification required to serve alcohol by the AGLC).
- Multi-day Rentals: Use the + sign to add additional days for multi-day rentals.
Note: the policy does not cover overnight storage of equipment, materials, etc. for multi-day rentals. It only covers the Rental time on the Rental Invoice.

Dates of Event			
Date From	Time From	Date To	Time To
07/21/2021	11:30 AM	07/21/2021	12:00 PM
07/21/2021	11:30 AM	07/21/2021	12:00 PM
+			

- Waiver: select Yes, if participants will be signing waivers (i.e. waiving their liability and right to indemnify yourself or others during the Rental from injury, risk or death, etc.).

Wedding Bookings (i.e. Tunnel Mountain Reservoir):

***Please note if you are renting multiple facilities i.e. The Fenlands Meadow for a ceremony and The Fenlands Concourse for a reception, the Renter may be required to complete two policies. Enter the details for the first policy, select “Submit”, and then Select “Add to Application” to enter details of the second policy.**

- 1) Select the activity type taking place - Room rental/ Banquet Hall
- 2) Select the activity being hosted
 - Wedding Reception select - “Wedding Reception”
 - Wedding Ceremony select - “Wedding”
- 3) Select the name of the facility the rental is going to be taking place in
 - Central Park Gazebo
 - Norquay Shelter
 - Little Bow Shelter
 - Tunnel Mountain Reservoir
 - The Fenlands Recreation Centre (Meadow/ Lounge/ Concourse/ Meeting rooms/ Dry floor)
- 4) Enter the number of guests attending
- 5) Does the rental include alcohol?
If alcohol is being served or provided, please note the following:
 - Special Operations Permit refers to an AGLC liquor License (Alberta)
 - Smart Serve refers to a Proserve (Alberta) (i.e, Proserve is the individual certification required to serve alcohol by the AGLC).

Note: Food and Beverage is not permitted at the following locations:

- Tunnel Mountain Reservoir
- Central Park Gazebo

& Food and Beverage services must be provided by Oh Bento Catering for The Fenlands bookings. For their services, please visit <https://www.ohbentobanff.com/ohcatering>

- 6) Continue to answer Instant Risk Insurance’s questions, once completed select “Submit” to review the insurance policy to ensure the information is correct.
- 7) Once the Renter has purchased the policy a copy will be sent to the e-mail the Renter provided and to The Fenlands Rental team.

Shelter Bookings:

- 1) Select the activity type taking place - Room rental/ Banquet Hall
- 2) Select the activity being hosted - e.g. Birthday
- 3) Select the name of the facility the rental is taking place
 - Norquay
 - Little Bow
 - Protection Mountain
 - Rundle Cabin
 - Central Park Gazebo Note: Food and Beverage services is not permitted at this location.
- 4) Enter the number of guests attending
- 5) Does the rental include alcohol?
If alcohol is being served or provided, please note the following:

- Special Operations Permit refers to an AGLC liquor License (Alberta)
 - Smart Serve refers to a Proserve (Alberta) (i.e, Proserve is the individual certification required to serve alcohol by the AGLC).
- 6) Continue to answer Instant Risk Insurance's questions, once completed select "Submit" to review the insurance policy to ensure the information is correct.
 - 7) Once the Renter has purchased the policy a copy will be sent to the e-mail the Renter provided and to The Fenlands Rental team.

Private Ice and other Organized Sports:

- 1) Select the activity type taking place - Sporting Event
- 2) Select the activity being hosted
- 3) Select the name of the facility the rental is taking place
 - The Fenlands Recreation Centre
 - Recreation Grounds Sports Field
 - Recreation Grounds Ball Diamonds
- 4) Select the type of sporting event that is being hosted. If the rental type is not listed, please contact rentals@banff.ca.
- 5) Enter the number of participants.
- 6) Continue to answer Instant Risk Insurance's questions, once completed select "Submit" to review the insurance policy to ensure the information is correct.
- 7) Once the Renter has purchased the policy a copy will be sent to the e-mail the Renter provided and to The Fenlands Rental team.

Meeting Room Rentals:

- 1) Select the activity type taking place - Room rental/ Banquet Hall
- 2) Select the activity being hosted – i.e. Meeting, seminar, etc.
- 3) Select the name of the facility the event is going to be taking place in
 - The Fenlands Recreation Centre
 - The Catharine Robb Whyte Building
- 4) Enter the number of participants
- 5) Does the rental include alcohol?

If alcohol is being served or provided, please note the following:

- Special Operations Permit refers to an AGLC liquor License (Alberta)
- Smart Serve refers to a Proserve (Alberta) (i.e, Proserve is the individual certification required to serve alcohol by the AGLC).

Note: Food and Beverage services must be provided by Oh Bento Catering at The Fenlands.

- 6) Continue to answer Instant Risk Insurance's questions, once completed select "Submit" to review the insurance policy to ensure the information is correct.
- 7) Once the Renter has purchased the policy a copy will be sent to the e-mail the Renter provided and to The Fenlands Rental team.

Please call 403 762 1235 or e-mail rentals@banff.ca if you need further assistance with your application process.