

Special Event Application Form

Box 1260, Banff, Alberta T1L 1A1

www.banff.ca

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A Special Event is defined as any activity or event occurring in Banff which is open to, or intended to attract, the general public and will take place in/on publicly owned facilities. Applications for a special event must be submitted to the Town of Banff no less than three months in advance of the event date. This is an application/request only and does not guarantee a permit will be issued. To ensure complete understanding of all requirements, please read the "Requirements for Special Event Bookings" and the "Terms and Conditions" on the back of this form.

BOOKING INFORMATION

CLASS Permit # _____

Organization:		Date of application: / /	
Main Contact:			
Mailing Address:			
City:	Province:	Postal Code:	
Email:		Website:	
Work: ()	Cell: ()	Fax: ()	
Alternate Contact:			
Alternate Contact Phone: ()			
Is your organization a registered non-profit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

INFORMATION ABOUT THE EVENT

Name of Event:	Purpose:
Full Description of Event (please attach additional page if needed)	
Date of Event:	Time of Event:
Set-up start time:	Clean-up end time:
Person in charge of set-up:	Cell: ()
Person in charge of clean up:	Cell: ()
Person in charge on site during event:	Cell: ()
Location of Event: (a detailed site map is required)	

Admission charge: Yes No Adult \$ _____ Child \$ _____ Senior \$ _____

Number of: Participants: _____ Spectators: _____ Event-related vehicles: _____

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

Food Preparation: (a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amplified Sound: (d)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sales of any kind: (b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcoholic Beverages: (e)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Temporary Structures: (c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Animal type activities: (e)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refrigeration Trucks: (c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fireworks: (e)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inflatable-activity bouncer: (c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	On-site fundraising:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Entertainment: (d)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Sponsorship/Advertising:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Activities: _____					

- a) Contact the health department at 762-2990 to determine regulations regarding your food/beverage and toilet requirements.
- b) A business license may be required depending on the type of sales proposed.
- c) Some temporary structures may require a pre-event inspection by the Building Inspector or Fire Dept.
- d) Noise bylaw details must be reviewed and agreed to with the organizer's signature.
- e) Town of Banff insurance requirements must be met, a liquor license purchased, and copies of the insurance certificate and liquor license provided to the Town.

SITE LAYOUT AND SET-UP

Prior to the event organizers are responsible to meet with Town of Banff staff to confirm the set-up and take down arrangements.

A) Will you be renting/needing equipment from the Town of Banff's event inventory for this event? Yes No

- Equipment rental form completed
- Site map submitted.
- Tents/other structures to be erected (identify number and sizes) _____
- Temporary stage(s) to be erected (identify number and sizes) _____
- Portable toilets to be brought on site (identify numbers) _____

B) Will you require equipment delivery and pick-up assistance from the Operations Department? Yes No

The Operations Department assists with, and in some cases is required to deliver, pick-up, set-up and take down Town of Banff equipment. Operations manpower and vehicle use will be charged back to you. Payment is due within 30 days of event.

C) Will you need access to power? (Available only at certain facilities) Yes No

D) What are your plans for medical or emergency assistance?

E) Will you be using banners or signage to advertise your event? Yes No
 (Signage Bylaw and Banner request form.)

F) List the names of event sponsor(s) and advertiser(s) and indicate the type, approx. size and locations of promotional material (i.e. banners, posters, etc.)

G) Will any or part of your event take place outside the Town boundaries? Yes No
 (If yes, you must get approval from Parks Canada, (403) 762-1500).

H) Will you be evaluating your event? Yes No
 If so, how will you evaluate it?

I) What impacts and benefits do you expect as a result of your event?

REQUIREMENTS FOR SPECIAL EVENT BOOKINGS

Noise Levels:

The Community Standards Bylaw (#260) is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living and/or working adjacent to the event site. The guidelines explain the responsibility that event organizers have for monitoring noise resulting from the presence of your event occurring in a public park, on a street, or in a facility.

The Town of Banff reserves the right to require that the event organizer and/or sound contractor reduce amplified sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

Sound checks or amplified music will be allowed only during the following hours:

Monday to Thursday 11:00am – 09:00pm
Friday/Saturday 11:00am – 10:00pm
Sunday 01:00pm – 09:00pm

Communication Plan:

Communication Plan Attached

Organizers must provide a detailed Communication Plan *and* must provide residents adjacent to the event site or others that may be impacted by the occurrence of a large event with advance written notification about the event, the date, times and the event program of entertainment. A copy of the notification must be provided to the Town of Banff.

Indicate the methods that your organization will use to distribute event information:

- Community newsletters Meeting with community
 Posters/Flyers distributed Other (please describe)

Use of Streets & Sidewalks

Route Map Attached

Site Map Attached

Traffic & Pedestrian Management Plan Attached Risk Management Plan Attached

When using streets or sidewalks, organizers must provide a Route Map, a Site Map, a Traffic & Pedestrian Plan and a Risk Management Plan detailing the event's arrangements for marshalling, emergencies, first aid, volunteer management, traffic management (pedestrian and vehicular), and participant management. Maintain emergency vehicle access during road closure/use. The Town of Banff's insurance requirements must be met and parade policies followed. Under some circumstances, organizers will be required to gather written consent from the businesses or residents affected by the event and submit the approval signatures to the Facility Booking Coordinator. Other details may be requested.

Street Use Permits Required?

Yes No

Town of Banff Authorization: _____

Insurance Requirements:

Insurance Certificate Attached

The Town of Banff must be provided with a copy of your insurance certificate indicating a minimum of \$5 million in General Liability insurance and listing "The Town of Banff" and "Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency" as additional insured no less than three weeks prior to the event. Other organizations may need to be included as additional insured depending upon the event or facility used.

Town of Banff Authorization: _____

Fees & Charges and Payment Schedule

The Town of Banff's Fees & Charges brochure provides a listing of all equipment, facility, permit, and event fees. All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon.

Payment Summary

Amount Due Prior: _____

Amount Due Within 30 days: _____

OTHER INFORMATION

Town of Banff will locate irrigation lines. Event organizers are responsible to contact all other underground utilities. You will be responsible for any damages done to irrigation systems as a result of stakes or poles placed without prior approval.

TERMS AND CONDITIONS

The following "Terms and Conditions" are incorporated into and form part of the permit agreement.

1. The licensee is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activities do not interfere with other park users or contravene any Town of Banff Bylaws.
2. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Applicant.
3. The Applicant will be responsible for all cleanup operations.
4. The Town of Banff reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structural failure.
5. The Town of Banff is not responsible for lost or stolen articles.
6. The Rental shall indemnify and hold harmless the Town of Banff for:
 - a) Damage or expense sustained by the owner/operator of the facility
 - b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending at the facility during the term of the Agreement.
 - c) Any personal injury or property damage suffered by anyone from a breach of item 6.
7. The Applicant shall be responsible for the orderly behavior of all persons participating in the event, and shall ensure that facilities and equipment are used only for the purpose listed on the Agreement.
8. Users must carry the permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws, or conditions set up herein or in force. Non-compliance may also result in fines, penalties, and additional charges.
9. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Non-permitted vehicles may be towed.
10. The Town of Banff reserves the right to revoke this permit if payment is not received according to the terms of this agreement.
11. A \$50 key deposit is required when signing out facility keys.

Applicant's Signature

Date

Some events may be subject to the following requirements.

Event Security: Provide a description of how security will be provided and scheduled:

Parking Plan: Describe the areas where event participants and spectators will park during the event.

Traffic Control: For events that will be impacting a town-site roadway, contact Facility Booking Coordinator at 762-1238 to discuss street closures and provision of equipment.

Public Awareness: The Town of Banff may require organizers to give advance notice regarding event details to residents adjacent to the event site or others that may be impacted.

FOR INTERNAL USE ONLY

This permit has been approved/not approved according to the Town of Banff's requirements.

Town of Banff Representative Signature _____

Date _____

Authorizations & Circulation:

- Fire Department
- Corporate Services
- Engineering Department
- Community Services
- Canadian Rockies Public Schools
- Public Health
- EMS
- Parks Canada
- Transportation Companies

Applicable Fees & Charges:

- Operation Department rates
- Facility Rental Fee
- Business License Fee
- Permit Fee
- Site Use Fee
- Equipment Rental Fees