



# **TOWN OF BANFF**

## **Special Event Guidelines**

**2012**

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# **Town of Banff**

## **Special Event Guidelines 2012**

### **1.0 INTRODUCTION**

#### ***1.1 Department Roles***

The Town of Banff, as a regulatory body, interacts with special event organizers in two capacities:

- As a facilitator, where special events contribute to the quality of leisure available to Banff citizens, and,
- As a landholder, where special events occur in public parks, facilities, or roadways.

Principles, policies, and objectives which support both (all) of these roles have been approved by Banff Town Council, and adopted by The Town of Banff.

In its facilitative role, the Town of Banff is called upon to support non-profit organizations, as providers of cultural and recreational opportunities, by assisting them in acquiring the resources they require to benefit the community.

In its capacity as public landholder, the Town of Banff is charged to preserve and protect parks and roadways, to ensure laws are obeyed, to maintain public health and safety, and to respond to the impact of events on adjacent neighbourhoods and other park users - in short, to supervise the use of Banff's public parks in a manner that will ensure that the needs of Banff residents are carefully considered.

#### ***1.2 Issue***

Special events are increasing in number, variety and attendance annually, not only in Banff but worldwide. This growth reflects their increasing importance as a leisure pursuit and their economic importance through travel and tourism. As events have grown, and continue to grow, the number of specific concerns related to their presence in Banff has also grown. In most cases our parks and roadways, and the administrative and maintenance system which supports their use, were not designed to accommodate either the logistic needs of a large event or the number of people events may attract. Town of Banff parks and facilities are intended for the shared use of residents and visitors. In response to arising concerns over the proper balance between these two groups, policies and procedures were created or adapted to regulate them and ensure they are in accordance with approved by-laws.

This manual is intended to assemble the procedures which apply to special events in Banff together in one place - providing a context in which they may be understood as a whole. It is also intended to bridge the gap between the needs and concerns of the Special Event organizer and the Town of Banff.

The Town of Banff By-law #124 Street and Public Place Use Bylaw should be referred to in conjunction with these guidelines.

These procedures will be applied to all special events held in Banff.

## **2.0 SUMMARY OF POLICIES AND PROCEDURES**

### **2.1 *Event Definition***

*a. Activities subject to the procedures in this manual.*

Activities/Events occurring in Banff which are open to, or intended to attract, the general public and will take place in/on publicly owned facilities, are classed as "special events" and are subject to the policies and procedures contained in this manual.

A non-profit, or not for profit, event is an activity/event organized by a non-profit organization or by a board of volunteers where all proceeds are directed back into the event or future program related costs. A non-profit event organization may be asked to produce their Societies Act registration number where the proceeds are used to the benefit of the local citizens or for a broader charitable purpose which benefits others as well as the citizens of Banff.

Commercial events are those intended to raise money for private ventures or those where a primary purpose is to promote commercially available goods and services.

These procedures, especially those that relate to public health and safety, facility damage, and environmental protection issues, may also be used as guidelines for the approval and operation of other activities within the town.

Unless otherwise specified, the event organizer is assumed to be non-profit.

## **2.2 Bookings**

### *a. Application Process*

- i. For events solely within the Town boundaries, initial application must be made through Community Services who will be responsible for liasing with the activity or presenting group;
- ii. for events solely outside the Town boundaries, application must be made through the Parks Canada Special Events Co-ordinator;
- iii. for events requiring land and/or facilities of both the Town and Parks Canada approval must first be obtained from Parks Canada.

The Community Services Department must receive applications no less than three months prior to the event.

Applications are processed as in the Event Application Checklist (Appendix 1) and conclude with a permit or use agreement if approved.

As part of their application, all events will be required to supply detailed information on their plans (eg. program activities, set-up schedule, site plan, public safety services, facility and equipment needs, environmental protection measures, etc.) and to follow specific licensing, insurance, indemnification and other legal requirements.

A Community Services representative will review the Event Application Checklist with the organizer(s) to outline which information is required to support an application for a particular event.

All details, especially equipment requirements, should be finalized no less than two weeks prior to the event to ensure availability of equipment, facilities and services.

### *b. Permit and Use Agreement*

All organized activities occurring in Banff municipal facilities will be conducted under the terms of a permit issued to the organizer (see 2.7 (b)).

For some events, the permit is supplemented by a detailed Use Agreement outlining the mutual responsibilities of the Town of Banff and the Event Organizer.

Public events using public property are specifically prohibited in Banff unless permitted in writing through a permit or use agreement from the Town of Banff. Overall approval, and the terms and conditions of any agreement, are guided by the procedures and policies listed in this document but may also be influenced by the history of the particular event, the current condition of town lands proposed for the event, public safety issues, and environmental conditions.

The organizers may be asked to provide a copy of the most recent Society Annual Return/Corporate Registry, provided annually by Consumer and Corporate Affairs, Province of Alberta and the organization's legal name and address for the execution of the use agreement.

The organizers will provide the Town of Banff with the name of the individual who will be responsible to negotiate the permit conditions with the Town's representative.

*The organizers must post all permits during their event. Copies of any permits acquired externally of the Town (eg: liquor licence) must be provided to the Town's representative.*

*c. Appeal Process*

If a permit or specific conditions of a permit are denied, the organizer's representative may appeal the decision in writing within 10 days to the Community Services Manager. Failing resolution of the matter at this level, the organizers may appeal to the Town Manager.

*d. Availability*

- i. **Time of Year:** Where areas of the Town have been affected by seasonal weather conditions, the Town may, at its sole discretion, refuse permission for any event. Except for those areas of the town severely affected by seasonal weather conditions, town-owned lands are open for bookings throughout the year. Community Services staff will consult with Operations Department staff, if necessary, for a recommendation on the suitability of any event site. Events taking place between October 15 and May 24 (off-season) will be considered on a case by case basis and may incur incremental operating charges.
- ii. **Hours of Operation:** Any events daily start and end time will be approved on a case by case basis. Unless otherwise approved by the Town of Banff, all events must be completed by 10:00 pm daily.

*e. Frequency of Events*

To preserve the integrity of Town of Banff facilities and ensure minimal environmental damage to open spaces, events of a large scale (expected attendance of over 200 ) will be scheduled no more frequently than every other weekend.

*f. Renewal of Annual Bookings*

Traditional booking dates are respected from year to year provided that written notice of intention to renew is received by the Town of Banff no less than six months prior to the event date. Acceptance of advance bookings will not exempt the permit from review. Full documentation is required as per Section 2.2 (a).

*g. Event Restrictions*

- i. **Commercial Events:** Commercial events are not permitted in any outdoor venues. They are conditionally permitted in the Recreation Centre. Proponents of commercial events must hold a valid Town of Banff Business Licence, fulfil the General Liability insurance requirements, and provide a copy of a WCB Alberta Certificate of Clearance before a permit application may be considered.
- ii. **Event Size:** The Town of Banff reserves the right to limit the size of an event including participant numbers.
- iii. **Number of Events:** The Town of Banff reserves the right to limit the number of special event applications issued on a year-to year basis.

*h. Restricted Activities*

All activities proposed for an event are subject to prior approval. Activities not permitted include those which;

- i. may cause damage to the town site or the environment,
- ii. are specifically prohibited by by-law,
- iii. involve undue risk
- iv. Are not compliant with the Alberta Health & Safety Act, legislation, and code.
- v. Are not compliant with the Alberta Human Rights Act.

A specific list of prohibited activities is included in Appendix 2. Others may be restricted at the discretion of the Community Services department and/or the Town of Banff (i.e. the use of amplification must be approved beforehand).

## **2.3 Co-sponsorship**

### *a. Co-sponsorship*

Community events which complement objectives of the Community Services department and the Town of Banff, are open to attendance by the general public, and are presented by a non-profit society may be eligible to be co-sponsored by the Town of Banff.

The decision to co-sponsor an event is made by either Banff Town Council or within the Community Services department and are limited by the annual approved budget.

Co-sponsored events may be given access to the site/facility and a base level of support services (similar to those provided during normal park operations during the time period of the event) at reduced or no charge. Permit, administration, and rental fees may also be reduced or waived by either Town Council and/or the Community Services Manager. Incremental charges, however, will apply.

## **2.4 Fees and Charges**

### *a. Event Booking and Rental Fees*

Event booking and rental fees are reviewed and approved annually by Town Council. Some of these charges may be waived for cosponsored events (see 2.3 above). Incremental charges apply to off-season, after hours, and statutory holiday bookings. These charges and charges for the incremental services given below are not waived.

In most cases, anticipated fees will be due 10 working days prior to the event. Any unanticipated charges (i.e. damage) will be deducted from the damage deposit. Large scale events may be required to submit payment 30-60 days prior.

### *b. Security Deposit*

A security deposit, typically \$1,000.00 to \$10,000.00 for each site/facility used for an event, may be required by the Town of Banff.

The deposit may be used to:

- i. rectify damage to the site/facility,
- ii. pay for excessive maintenance or utility charges, related to the event (see below),
- iii. compensate the Town for unpaid accounts accrued by the permit holder,
- iv. act as a performance bond to ensure compliance with clauses in the Use Agreement.

The security deposit requirement applies to all events with the potential for damage or significantly increased levels of maintenance. The damage assessment is based upon review of the site/facility, immediately before and as soon as the site has been vacated after the event, by Operations Department staff. The organizer shall participate. (Note: Winter damage to sprinklers etc. may not be assessable until spring.)

Any damage related to the event whether caused directly by the organizer, any associated party, or the general public in attendance is the responsibility of the organizer.

Following the damage assessment, the Town of Banff and the event organizer will negotiate the amount of the security deposit to be returned or the balance owing on damages.

*c. Incremental Charges for Equipment and Services*

Fees for these items, charged on a full cost-recovery basis.

*d. Incremental Charges for Utilities and Litter Control*

If water and electrical use, or litter control services are deemed to be excessive by the Operations Department, i.e. significantly higher than those related to normal park use, the department will ask the Town liaison to charge the permit holder for the service at cost plus GST.

Clean-up by the organizer after an event is mandatory. Organizers are required to implement the Town's "Toward 0 Waste" practices - Appendix 9. Waste and recycling bins may be rented from the Town of Banff These services will be charged to the organizer at cost plus GST and must be requested no less than two weeks prior to the event date. "Toward 0 Waste" services may also be arranged through the Bow Valley Waste Management Commission and fees may apply.

*e. Other Incremental Charges*

Organizers of events may request provision of incremental civic services such as labour, supply of miscellaneous equipment, etc. at cost plus GST. These requests must be made as part of the original application.

Where reasonable and applicable, organizers have the option of obtaining such services from alternate suppliers. Note however, that operation of Town-owned equipment, set-up and take-down of Town-owned equipment, and connections to Town electrical and other services must be supplied or approved beforehand by the Town.

*f. Charges for Urgent Maintenance or Repair*

If necessary the Community Services and/or the Operations departments may, at their discretion, take action to correct an immediate concern. If this action is requested or made necessary by the event, costs may be charged back to the organizer.

Past examples have included immediate repairs to damaged sprinkler lines, replacement of broken locks, emergency electrical servicing, and water and snow removal. The organizer is informed as soon as possible of the requirement and cost implications.

*g. Electrical Connection, Permit and Inspection*

Whenever a wiring system is installed or connected to, or disconnected from, a town operated power supply, the service must be provided through a local company endorsed by the Operations Department at the organizer's cost.

Applicable costs include electrical labour and supplies, permitting and inspection fees and GST. Time permitting, the organizer should consider getting an estimate of the work to be completed. Final costs are usually provided at the conclusion of work and based upon the actual work performed. After hours work is subject to the service provider's overtime charges.

Organizers must ensure that electrical equipment being connected is certified for outdoor use and is CSA approved.

Note: Permit and inspection requirements and fees also apply whenever a wiring system is installed or connected to a power supply such as a generator. All inspections are to be performed by a local company endorsed by the Operations Department.

*h. Commercial Events and Activities*

In addition to the fees and charges listed above, a negotiated percentage of gross revenue or flat rate will normally be paid to the Town of Banff by commercial events and by commercial enterprises which are associated with non-profit events.

If applicable, non-local and local businesses will abide by the Town of Banff Business Licence By-law (#22-9) in regards to obtaining a licence (temporary or annual).

**2.5 Earned Revenues - Admission, Sales and Fundraising**

*a. Permission to earn revenue by non-profit events and associated third parties*

- i. The organizers of events may receive permission, subject to the conditions listed below, to earn revenue through sales of event related merchandise, charitable fundraising, and sales of food and beverages which complement the program.

The intent of this permission is to enable the organizer to enhance the range of public programming at an event and to recover a portion of production costs to enhance future projects.

All aspects of revenue generating activities including signage, advertising, pricing, sales and ticketing locations, hours of operation, appearance, etc. are subject to prior approval and on-site review. Detail plans, price lists, etc. may be required for approval at the discretion of the Department.

- ii. Permission to earn revenue is NOT TRANSFERABLE to third parties without prior approval.

Approval for a third party to earn revenue will be subject to the same conditions which apply to the event organizer (*vis-s-vis* non-profit status, fees, licensing requirements, direction of revenue to event operator).

For example, approval for third parties to charge for goods or services has been given to:

- a) organizations participating in a food fair or ethnic craft sale.
- b) food sales where both the Town and the event organizer are financially compensated.

The Community Services Department may review and approve written agreements with third parties at its discretion. If this is required, reasonable advance notice will be given.

*b. Permission to Charge Admission*

Events organizers may be allowed to charge admission in areas which allow for control of public access.

The organizer must physically enclose the area and post signs, notifying the public of closures and explaining admission policy and pricing.

*c. Specific conditions which apply to merchandise and service sales*

- i. Sales of merchandise and services by the organizer are usually permitted only as a portion of a larger event program. A list of vendors, items to be sold, and associated prices must be submitted for approval prior to the event.
- ii. Merchandise and services must be specifically related to the event, be of acceptable quality, reasonably priced, environmentally friendly and compatible with a public place. In the event of a dispute over these qualities, the matter will be referred to the Community Services Manager whose decision will be final and binding.

Examples of merchandise which are permitted and prohibited for sale are included in Appendix 3. Items not listed require prior approval.

- iii. Third party product sales are permitted only where the product sold is original art or craft produced by the seller (includes musical recordings by performing artists).
- iv. Art or craft items from other countries or regions of Canada, which support the theme of the event, may be sold if approved by the Town of Banff. These items must be hand made (not mass produced), represent quality workmanship, be interesting, unique, and non-toxic.

*d. Specific conditions which apply to food and beverage service*

Subject to sanitation, fire inspection, public health, and licensing requirements, food services may be provided.

Where the event organizer has received department authorization and is arranging food and/or beverage services, it is the responsibility of the event organizer to ensure that all requirements related to Alberta Health Services applicable licensing and inspections, relevant by-laws, and conditions listed in the use agreement are met. The organizer is also responsible for any damages, waste, incremental costs or public health issues related to food or beverage services invited on site by the organizer.

*e. Fundraising*

Fundraising, where funds are solicited on site, is only permitted as a minor part of a larger event and is subject to prior approval, the principal being that the public are not to be repeatedly solicited, and under the conditions that:

- i. fundraising must be operated by the event organizer, proceeds to be used in support of the event or to subsidize the organization's ongoing programming or donated to an approved charity.
- ii. authorization from the appropriate Provincial department(s) and the Town of Banff is obtained.
- iii. no perception is created that a donation is required for park use or admittance. All fundraising activities must be set back no less than 50ft from the event entrances.
- iv. gambling, including lotteries and bingos, are not permitted,
- v. a maximum of two charitable campaigns may be operated in conjunction with a given event unless prior approval is received.

The right to fundraise on site is granted to the event organizer only and is not transferable to third parties unless prior approval is received.

**2.6 *Legal Requirements - Insurance, Indemnification, Permits, Inspections***

*a. Insurance Requirements*

A minimum \$2,000,000 (per occurrence) comprehensive general liability insurance listing the Town of Banff, Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency, and the Canadian Rockies Public Schools as additional named insured throughout the duration of the event is required. Where fireworks are used, the event organizer must provide a second Certificate of Insurance for \$5,000,000 (per occurrence), a pyrotechnicians licence, and the appropriate approval to purchase form.

A minimum \$2,000,000 (per occurrence) third party automobile "PLPD" insurance may be required where vehicles are to be used on town property.

The organizer must provide proof of a Workman's Compensation Board Certificate of Clearance prior to event set-up.

Organizers of events that include bar and liquor service will be asked to obtain Party Alcohol Liability Insurance and provide copies to the Town of permits and certificates prior to the event.

*b. Indemnification Requirements*

A Use Agreement may contain comprehensive clauses in which the event organizer is required to indemnify the Town of Banff. Events that require participants and/or volunteers to sign a waiver, must include on the waiver release "The Town of Banff, Her Majesty the Queen in the Right of Canada as represented by Parks Canada Agency, and the Canadian Rockies Public Schools" as held harmless.

*c. Responsibility for Licenses, Permits and Inspections*

It is the responsibility of the event organizer, at their cost, to obtain and arrange all licenses, permits, and inspections that apply to the event, and to comply with all relevant legislation. (Note: Electrical requirements are arranged through the Operations Department at the organizer's expense.)

(Note: Special Events requiring the use of roadways must provide a detailed management plan regarding parking and traffic control prior to, during, and immediately following the event at the time of application.)

A summary of requirements that often arise is given in Appendix 4 for information purposes. OTHERS MAY APPLY to a given event.

**2.7. Public Health and Safety**

*a. Priority*

Public Health and Safety is a priority for the Town of Banff and regarded as a joint responsibility of the event organizer.

Health and safety issues are considered during the approval of the program, site plans and support services for an event, and are subject to review during the set-up, operation and disassembly of an event.

Event organizers are asked to incorporate health and safety consciousness into their own planning (through such things as hazard assessments, volunteer orientation and training, and a site inspection before opening).

The organizer has the responsibility to plan, implement and disassemble their worksite in compliance with the Alberta Health & Safety Act, Regulation & Code and the National Safety Code.

The organizer can be audited for compliance with the applicable health and safety regulations and code.

*b. Community Services, Engineering Department, and Operations Department Authority*

The Community Services, Engineering Department, and Operations Departments reserve the right to require the event organizer to take action to correct a health and safety hazard associated with an event at any time.

These Departments may on their own initiative take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of the event site, or terminating all or part of an event program.

If the need for action is related to the event, the organizers will be billed for costs.

The Town of Banff may assign a site supervisor to large-scale events to liaise with the Operations Department and ensure compliance with all regulations. The organizer will bear the cost of the supervisor's wages.

Effective communication between an official of the Town of Banff and a representative of the event organization, who is empowered to implement decisions, will be established to address most issues, including those which involve program termination.

The Town of Banff official may take unilateral action at his/her discretion:

- i. where the hazard is immediate and acute.
- ii. where emergency response is required.
- iii. where the event organizer is unable or unwilling to take action.

*c. Other Authorities*

Several regulatory agencies including Banff RCMP, Emergency Medical Services, Parks Canada, Public Health Inspectors (Alberta Health Services), the Fire Department, the Town of Banff Safety Officer, Electrical Inspectors, Occupational Health and Safety Inspectors, Building Inspectors and others are also able, and required, to take action in response to health and safety issues.

*d. Waste and Material Controls Requirements*

i. Portable Toilets

a) General Admission

Generally, the organizer will ensure that one toilet for every 250 people is provided. They must be resupplied (cleaned and pumped) as required, minimum once daily.

b) Mass Starts - Races

Generally, the organizer will ensure that one toilet for every 100 people is provided. They must be resupplied (cleaned and pumped) as required, minimum once daily.

If open, the existing toilets at the Banff Recreation Grounds, Central Park, or the corner of Wolf Street and Banff Avenue will handle the first 400 people at an event located on each site. As public washrooms are intended for the use and comfort of all residents and visitors, the Town may require the organizer to provide contracted cleaning services over and above the Town of Banff's services at their own cost.

Toilet requirements administered through the Alberta Health Services for food service establishments operated in conjunction with events are considerably higher than those generally required. Please contact the Town of Banff Building Inspector or the Public Health Inspector for clarification. The toilet requirement may be reduced or waived if the event is under 1.5 hours duration and no food services are involved.

ii. Garbage Control: Waste (litter, grey water, etc.) must be cleaned up and removed daily and at the conclusion of the event by the event organizer. If this is not done, incremental cleaning charges will apply and appropriate fines/penalties levied as per Banff's Waste Bylaw.

Through its special events equipment inventory, the Town of Banff may be able to supply for a fee, garbage cans, bags, and once daily dry waste pick-up from a central location. For large events, additional services and additional waste containers may also be required at the organizer's expense. These services will be charged to the organizer at cost plus GST and must be requested no less than two weeks prior to the event date.

- iv. **Spillage and Liquid Wastes:** No liquid or frozen material including beverages, ice, grey water, paint, grease, or soap may be spilt on the site or into any bodies of water or storm sewers.

The organizer is required to supply liquid waste receptacles.

- iv. **Hazardous Materials:** Prior approval is required before hazardous materials such as fuels, paints, fireworks, pressurized gases, solvents, etc. may be brought into a Town park or used on site. Safety standards and labelling procedures as outlined in Workplace Hazardous Materials Information System (WHMIS) apply.
- v. **Emergency Spill Response Plan:** Submission of a plan and prior approval from the Town prior to event set-up is required.

*e. Public Support Service Requirements*

- i. **Crowd Management/Access Control:** A dedicated crowd management system (including trained, identifiable personnel, communications and often signage and/or fencing) is required for events where there are areas restricted to the public, crowding is expected or there is unusual risk.

This condition applies to events with an admission charge, night time events, events where more than one person/sq. M is projected in a given area, alcohol service areas, and some athletic events.

Both the Community Services Department and the Banff RCMP are able to provide consultation and support.

- ii. **Lost Children Procedures:** A lost children procedure (including volunteer training, holding area, and signage) is required at events where there is a high possibility of children being lost.

Applies to specialty children's events, night-time events, events with projected one time attendance over 500.

- iii. **First Aid:** A dedicated first aid station and notification of Emergency Medical Services is required at large events or events where there is significant risk, as stated in the Alberta Health & Safety Code.

Applies to events with a projected one time attendance of over 500 or at the discretion of the Community Services Department.

- iv. **Information Booth and Signage:** An information booth and posted scheduled is suggested for all large or complex events.

- v. Working Alone legislation requires anyone working alone to have their work site hazards assessed prior to work commencement. They are required to have a reliable immediate means of emergency service request if required at all times.

*f. Vehicle Use*

All vehicle access to Town parks and fields requires prior approval and often a permit. Conditions include designated routes, weight limits, parking and speed restrictions, limits on the number of vehicles allowed and restrictions on travel on the grass (may be ruled out completely if the grass is wet).

Use of an over-the-snow vehicle (snowmobile) must receive prior approval from the Town of Banff if its use is within the townsite boundaries or from Parks Canada if its use will be outside the town boundaries. A permit may be issued if proper licensing is shown by the organizers and the use is justified within Town guidelines for track-setting and outdoor rink preparation.

The event organizer is responsible for actions of all vehicles invited onto the site by the organizer.

For major events where access is required for more than ten vehicles, the organizer will be required to provide active vehicle supervision. This will include:

- i. dedicated volunteer supervision of vehicles on site to ensure operating restrictions are met.
- ii. vehicle entrance gate supervision by event volunteers restricting access of unpermitted vehicles.

In general:

- a) speed limit 10 km/hr during set-up and take down ( 5 km/hr during event),
- b) pedestrians have right of way everywhere,
- c) only service vehicles, vehicles transporting materials or functioning as part of the program are allowed at any time (personal vehicles prohibited),
- d) all set-up vehicles to be off-site one half hour before advertised start of program and not allowed on until 15 minutes after ACTUAL conclusion of program,

- e) semis, portable stages, one ton trucks (or larger) and other large vehicles may drive on grass only under the supervision of Operations staff. (See detail heavy vehicle access procedure included in Appendix 5),
- f) during the event moving vehicles on site are limited to sanitation and emergency vehicles and up to two shuttle vehicles under the direct supervision of the organizer,
- g) vehicles may not be parked on site without prior approval.
- h) Offsite parking of larger vehicles must be detailed in writing and approved in advance by the Town of Banff through the Community Services representative.
- i) It is the organizers responsibility to obey necessary traffic control requirements, to ensure that all traffic controllers meet the minimum training standards, and to provide proper personal protective equipment (high visibility safety vests, means of communication, etc.) and signage.
- j) Penalties will be levied for failure to comply to vehicle use guidelines/restrictions.

*g. Equipment Removal*

The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies (other than that supplied by the Town) after the event. Exceptions may be made, if approved beforehand, for equipment that must remain overnight provided that security personnel remain on-site at the organizer's expense. Failure to comply will result in additional site use fees and may incur additional labour costs for the event if Town staff are forced to remove the equipment.

Applies to all equipment, etc. supplied by the organizer or a third party rental company. The concerns are safety of the public with the equipment left on-site unsupervised, security of the equipment, and potential damage to the site.

## **2.8 *Preservation of Town Assets and the Environment***

*a. Activity Restrictions*

Activities which may damage the Town land or create significant environmental damage are not permitted.

Activities which are specifically prohibited or restricted by by-law within the Town are not permitted in conjunction with events.

All activities proposed for an event are subject to prior approval by the Town. Examples of damaging activities include distributing or releasing helium balloons, bonfires on turf or concrete, and vehicle based activities. Examples of activities restricted by by-law include skateboarding and in-line skating.

A list of activities currently not permitted or restricted is contained in Appendix 2. For more information, contact the Town of Banff Bylaw Department.

*b. Attaching Signs and Banners*

All signs and banners shall comply with the Land Use Bylaw and are subject to the prior approval of the Planning & Development Department. Permit fees may apply.

Banners, signs, ropes, or wires shall not be attached to trees and other vegetation without prior approval. These may be free-standing or attached to man-made structures.

Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by Town staff.

*c. Fencing of Damaged or Sensitive Areas*

Sensitive or damaged areas on Town of Banff lands may be closed to the public by the department at any time.

Event organizers will be informed of the possibility of closure at the earliest opportunity. New grass or sod and wet areas where the water table is high are most sensitive.

*d. Noise Levels*

The department reserves the right to require that the event organizer and sound contractor reduce public address system levels if these are found to be excessive (ie. causing public complaint, unreasonably interfering with adjacent users, in excess of noise by-law limits) or if they do not conform to the Town's Noise Bylaw.

The organizer is required to retain control over sound levels. In practice this means that, while a performer's sound man may be allowed to control the mix, he may not control the absolute volume of the sound produced.

Organizers are required to cooperate fully with Department staff that will be on-site to monitor sound levels during events.

If organizers do not comply with a request to reduce levels: a) a fine will be levied against the event organizers, b) the event may be shut down, and c) the event organizers will be required to agree to a penalty clause, to be included in future use agreements, before a booking is renewed. Complaints from neighbours of the site will be taken into consideration when reviewing any requests for booking park sites for future events.

No sound checks or amplified music will be allowed before 12:00 noon or after 10:00 pm unless otherwise authorized by the department.

*e. Free Public Access*

Free public access is to be allowed to all areas of parks or other sites whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, alcohol service control, or event admission control must be fenced, be signed appropriately by approved signs (see section b above), and have appropriate permits displayed.

**2.9 Sponsorship**

*a. Events with alcohol or tobacco sponsors*

Events with alcohol or tobacco sponsors require special permission. If permitted, the sponsors are allowed only minimal on-site exposure.

All banners and signs must conform to the Banff Land Use By-Law . A banner request form is available from the Community Services department and, once completed, is submitted to the Planning & Development department for approval or denial.

*b. Recognition of the Town of Banff*

Where fees have been waived/reduced and/or the Town has given the organizer direct financial support in the form of grants, manpower, equipment, etc. the Town of Banff must be given similar recognition to that given to sponsors of similar importance, both on-site and in conjunction with event promotion and advertising.

This shall include the right to actively promote Banff Community Services programs and activities on-site where appropriate, banner display, MC acknowledgement, etc.

- c. *On-site promotions and distributions including sampling, draws, couponing, and distributing written materials.*

Prior approval is required for sampling (ie. distributing free food to the public) and distributing coupons, flyers, or other printed materials.

Alberta Health Services regulations apply to food services and activities may be restricted if they undermine potential concession sales or could create excessive litter.

- d. *Sponsor Banner and Event Signage Guidelines*

All banners and signs, including media, corporate, and public sponsors, shall conform to the Banff Land Use By-Law regarding content, location, number, size and means of attachment. A banner request form is available from the Community Services department and, if submitted no less than 14 days prior to the event, is reviewed by the Planning & Development office, approved or denied, and the event organizer is advised.

The department concerns are two-fold, preserving the non-commercial nature of public parks and overall site appearance.

Current guidelines are as follows:

- i. Banners must be clean, in good repair, and hung in an attractive way (eg. level, stretched tightly) using tarp straps or other tensioning.
- ii. Numbers of banners may be restricted if deemed excessive.

- e. *Existing Town Signage*

Existing signage is to remain in place and unobstructed during an event.

Item	Required	Specifics	Received	Approved
<b>I. Services</b>				
Electrical Requirements				
Grey Water Removal				
Garbage Cans & Bags				
Recycling/Environmental Concerns				
Tent				
Propane Storage				
Turf Damage Concerns				
Water Requirements				
Washrooms and Supplies				
Garbage Removal				
Site Clean-Up				
First Aid/Medical Services				
Tables & Chairs				
Health Inspection				
Fire Inspection				
Noise Levels				
Temporary Building Inspection				
<b>II. Transportation</b>				
Parking (automobiles)				
Parking (buses)				
Handicapped accessibility				
Delivery/Removal of Supplies				
Emergency Access				
Road Closures				
Traffic Control				
Turf Damage Control				
<b>III. Communication</b>				
Banners				
Two-Way Radios				
Stage				
Calendar of Events				
Souvenir Sales				
Sound System				
<b>IV. Permits</b>				
Special Event Permit				
Fireworks Permit				
Liquor Licence				
Vending Permit				
Lotteries Permit				
Temporary Building Permit				
Temporary Sign/Banner Permit				
Street Use Permit				
<b>V. Organizational Concerns</b>				
Pre-event Inspection				
Environmental Mitigations				
Post-event Inspection				
Post-event Summary Report (incl. attendance #s, volunteer #s and hours, etc.)				
Volunteers (how many, supervision, responsibilities)				
Program Description & Schedule*				
Projected Attendance				
Crowd Control				
Chairperson				
Sub-Committees				
Police Approval/Assistance				
Parks Canada Approval				
Security				
Site Plan (Map)**				
Route Map/Course Description				
Set-Up/Tear-Down Schedule***				
<b>VI. Financial</b>				
Budget				
Grants				
Vendors				
Merchandise Price List				
Not-for-Profit/Charitable Status (Corporate Registry)				
Sponsor List				
Insurance				
Workman's Compensation				
Party & Alcohol Liquor Insurance				
Security Deposit				
Performance Bond				

\* Program description to include all activities, stage/show formats, hours of operation, other participating organizations, and projected overall attendance.

\*\* Site plan to include staging, scaffolding, tents, booths, fencing, sponsor and event signage, parked vehicles, activity or games area, first aid station, and other significant elements.

\*\*\* Set-up schedule to include vehicle access requirements.

## Appendix 2

### PROHIBITED ACTIVITIES

Activities prohibited in conjunction with events in Banff.

- foul language
- nudity
- programs involving motorized recreational vehicles
- flying model aircrafts, model speedboats
- activities near nesting birds
- gambling including lotteries, carnival style contests for plush toys, bingo, etc.
- distributing or releasing helium filled balloons
- programs involving demonstrations using, hot air balloons, kite flying
- drinking in public without the proper licensing
- throwing rice, confetti, flower petals, sticker tape, etc.

Streets and Public Places Prohibitions/Restrictions as per Town of Banff Bylaws

#### Prohibited

- \* Camping
- \* Golfing & other projectiles
- \* Sky Tracker Lights

#### Restricted

- \* Rollerblading
- \* Skateboarding
- \* Rollerskiing
- \* Bicycling on sidewalks
- \* Domestic animals
- \* Building fires
- \* Busking
- \* Putting up handbills (defacing)
- \* Off-road vehicles
- \* Car washes
- \* Fireworks (explosives)
- \* Staking of tents

## Appendix 3

### MERCHANDISE AND SERVICES WHICH MAY/MAY NOT BE SOLD IN CONJUNCTION WITH EVENTS

#### Approved for sale...

- licenced products or souvenirs of the event bearing the event name or logo (may be from previous years);
- provided a Town of Banff business license is purchased by the vendor, original art or recordings by event participants, on or off site;
- provided a Town of Banff business license is purchased by the vendor, specialty sales of original artistic products which compliment specific cultural themes; ie. jazz recordings at a Jazz Festival, crafts and folk art at a Folk Festival, ethnic art at Craft and Multicultural Festivals;
- festive "personal paraphernalia" which adds sound or color to event and compliments the event theme, eg. light wands and candles for evening events, clown noses for a children's event, flags at Canada Day, noisemakers at New Years - note helium filled balloons are specifically excluded;
- Facepainting, wagon or cart rides (not motorized), participatory game or activity areas;
- tickets to other programs presented by the organizer or other non-profit participants at the event (subject to the prior approval of third party sales);
- tickets to any part of the event, on or off site;
- tickets to other non-profit events in public parks;
- memberships to the organizing society, membership must be open to the general public.

#### Not approved for sale...

- contests for prizes where the public is solicited to pay for entry on site, carnival booth style gambling for money, plush toys or other merchandise;
- sponsor products or souvenirs (unless they also include the event name or logo as above);
- helium filled balloons;
- mass produced retail goods except as approved above;
- motorized rides.

## Appendix 4

### Guidelines for Placing Heavy Vehicles (eg. Semis, Trailers, Portable Buildings, and Stages) in Public Parks

- i) Placement and removal of units must be supervised by Town of Banff Operations Department staff. Advance approval of specific location is required.
- ii) Vehicles must remain on paths or roadways whenever possible except when moving to find position.
- iii) Under wet conditions, plywood must be placed on the grass to accommodate final positioning of the vehicle. The plywood must be provided by the event organizer.
- iv) Large vehicles must be in place two hours before the scheduled start of the event and must not be removed until one hour after the conclusion of the event. Large vehicles may not be moved during the event.
- v) The Community Services and/or Environmental Services departments are not responsible for any damage to such vehicles. We recommend that they not be left unattended at any time.

## Appendix 5

### Conditions for special event road closures

1. All road closure requests, through the special event application form, must be reviewed and approved by the Town of Banff's Engineering Department.
2. Prior to receiving approval from the Town of Banff for any road closure, the event organizer must survey all businesses and residents affected by the closure to record their support, or lack of support, for the closure. The survey, with signatures attached, must be given to Town. The Town of Banff will take the results of this survey into consideration during the application process.
3. The safety of the public, participants, volunteers, and vehicle traffic near the closure, must be the primary consideration.
4. The event organizer is responsible for advertising any/all road closures, parking restrictions, detours etc. in the local paper(s) not less than 2 weeks prior to the event for a minimum of two consecutive weeks at their expense.
5. A detailed road closure equipment (eg. barricades) and signage (eg. Detour signs) strategy will be submitted as part of the application for review and final approval by the Engineering Dept.
6. The event organizer is responsible for ordering or acquiring all the road closure equipment and signage as per the Engineering Dept's specifications. The event organizer will provide the manpower needed to set-up, monitor, and take-down the equipment. The Town of Banff may provide assistance with the equipment, signage, and manpower depending on availability and scheduling.
7. An emergency services pathway must be maintained through all closures, at all times during the closure. This pathway must be wide enough to allow a fire truck to pass through the area.
8. Drilling, punching, or in any other way making holes in the road, sidewalks, or median is prohibited.
9. Tying down or attaching any aspect of the event to Town of Banff property (eg. lightposts, benches, fences) is prohibited.
10. Best efforts must be made to keep the duration of any road closure to a minimum.
11. Best efforts must be made to occupy the entire closure area and to maintain a busy venue.
12. Delivery, and other non-essential vehicles, must be removed from the road closure area during the event.
13. The event organizer is responsible for cleaning the street and adjacent sidewalks of the road closure prior to reopening. The site must be left as found.
14. The organizer will bear the cost of repairing or replacing any damages incurred on site as a result of the event. This includes, but is not limited to, roadways, equipment, and street fixtures.
15. A Special Event road closure Permit Holder must ensure that all conditions imposed on the road closure are complied with. Any person who contravenes the the terms and conditions of a Special Event Permit is guilty of an offence and is liable to a fine of not less than One Hundred (\$100.00) Dollars and not more than Two Thousand Five Hundred Dollars (\$2,500.00), upon summary conviction before a court of competent jurisdiction.

## TOWN OF BANFF POLICY

**POLICY #**

**POLICY TITLE**

Parade Policy

**AUTHORITY**

JB (Admin)

**AUTHOR**

Riordon/COM

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**1. POLICY STATEMENT**

Processions and parades occurring in the Town of Banff must adhere to regulations designed to ensure appropriate event organization/preparation, ease the impact on residents, traffic, and pedestrians, and address all safety issues.

**2. PURPOSE/BACKGROUND**

This policy arises out of a need to set guidelines for parade organizers and to develop a consistency from event to event.

**3. DEFINITIONS**

Parade – an organized group of people and/or vehicles moving along or occupying Town streets.

Vehicles – includes but is not limited to trucks, horses, floats, bicycles.

**4. PROCEDURE**

There are four parade routes available through the Banff Townsite:

- #1 Muster on Beaver Street at Buffalo Street (by the Anglican Church), turn right on Buffalo Street, turn right onto Banff Avenue, walk northbound on Banff Avenue to Wolf Street, turn right onto Wolf Street, turn left onto Beaver Street, disperse on High School field.
- #2 Muster on Bighorn Street (by the Elementary School field), turn right onto Moose Street, walk eastbound on Moose Street to Banff Avenue, turn right onto Banff Avenue, walk southbound on Banff Avenue to Buffalo Street, turn right onto Buffalo Street, turn left into the Central Park parking lot, disperse in Central Park.
- #3 Muster on Bighorn Street (by the Elementary School field), turn left onto Elk Street, walk eastbound on Elk Street to Banff Avenue, turn right onto Banff Avenue, walk southbound on Banff Avenue to Buffalo Street, turn right onto Buffalo Street, turn left into the Central Park parking lot, disperse in Central Park.
- #4 Muster on Cougar Street between Marmot Crescent and Cougar Place, parade moves along Fox Street to Banff Avenue, turn right onto Banff Avenue, move southbound on Banff Avenue to Buffalo Street, turn right onto Buffalo Street, turn left into Central Park parking lot and disperse.

## TOWN OF BANFF POLICY

<b><u>POLICY #</u></b>	C021
<b><u>POLICY TITLE</u></b>	Parade Safety Policy
<b><u>AUTHORITY</u></b>	COU983-70
<b><u>AUTHOR</u></b>	Webb/COM

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### 1. **POLICY STATEMENT**

Processions and parades occurring in the Town of Banff must adhere to guidelines of **safety** for parade participants as well as members of the public watching parades or processions.

### 2. **PURPOSE/BACKGROUND**

The policy arises out of safety concerns which have arisen in past parades, when riders throw candy or souvenirs from floats, a practice which encourages spectators to run into the roadway to retrieve the item.

Also, riders often are not securely seated or standing on floats and vehicles, which is a safety concern should a sudden stop of the vehicle be required or a collision occurs.

### 3. **DEFINITIONS**

Float - a moving display, vehicle, or any other form of transportation carrying persons along a roadway within the Town of Banff during a special event involving a parade or procession.

### 4. **PROCEDURE**

- a) The parade coordinator (organizer, manager, etc.) is responsible for providing this policy to all parade participants and ensure that they implement and adhere to these regulations.
- b) Parade organizers must have no less than three walkers accompanying the parade. These walkers must wear safety vests and be in radio contact with each other. They should be spaced out along the parade (one at the front, one at the rear, through the middle, etc.). If they see an infraction of any of the following regulations, the situation must be corrected and the float organizer warned. If it happens a second time, the float organizer should be advised that they are not permitted to participate next year's parade and the Town of Banff Recreation Department must be advised, through an incident report, of the situation.

#### Regulations

- 1) Each float rider must have appropriate body support, seatbelts, or hand holds bolted to the float. In the case of seatbelts, the belts must be worn on the outside of the costume. In special cases, the Parade Coordinator may authorize the use of railings around the perimeter of the deck. This

# LOW WASTE EVENT GUIDELINES



**P.O. Box 1260, Banff,  
Alberta T1L 1A1**  
[www.banff.ca](http://www.banff.ca)

Below are a few guidelines to help you present a low waste event or gathering.

1. Reduce the amount of packaging brought to the site.
  - Avoid items packaged for single servings and instead use large dispensers for items like sugar, cream, sauces, salad dressing, mustard, relish and other condiments.
  - Bring goods into the event in cardboard or reusable boxes/containers.
2. Avoid the use of disposable items and food ware at the event.

**Please note that NO polystyrene, plastic cups, plates or cutlery should be permitted on site.**

  - Sell food and beverages at the event only in serving ware and packaging that can be reused, recycled or composted. Most paper and raw wood based food ware products are compostable. Ensuring the use of compostable food ware also makes sorting easy for your customers since the food and the materials it is served on can be thrown into the same sorting bin.
  - Use wooden stir sticks or stir sticks made of other biodegradable materials.
3. Correctly sort waste, reusable, recyclable, and compostable that occurs at the site of the activity and at the event. The separated material categories will include:
  - Clean Cardboard and Paperboard
  - Compostable Materials (paper, food waste, biodegradable food ware)
  - Returnable Beverage Containers – metal & plastic

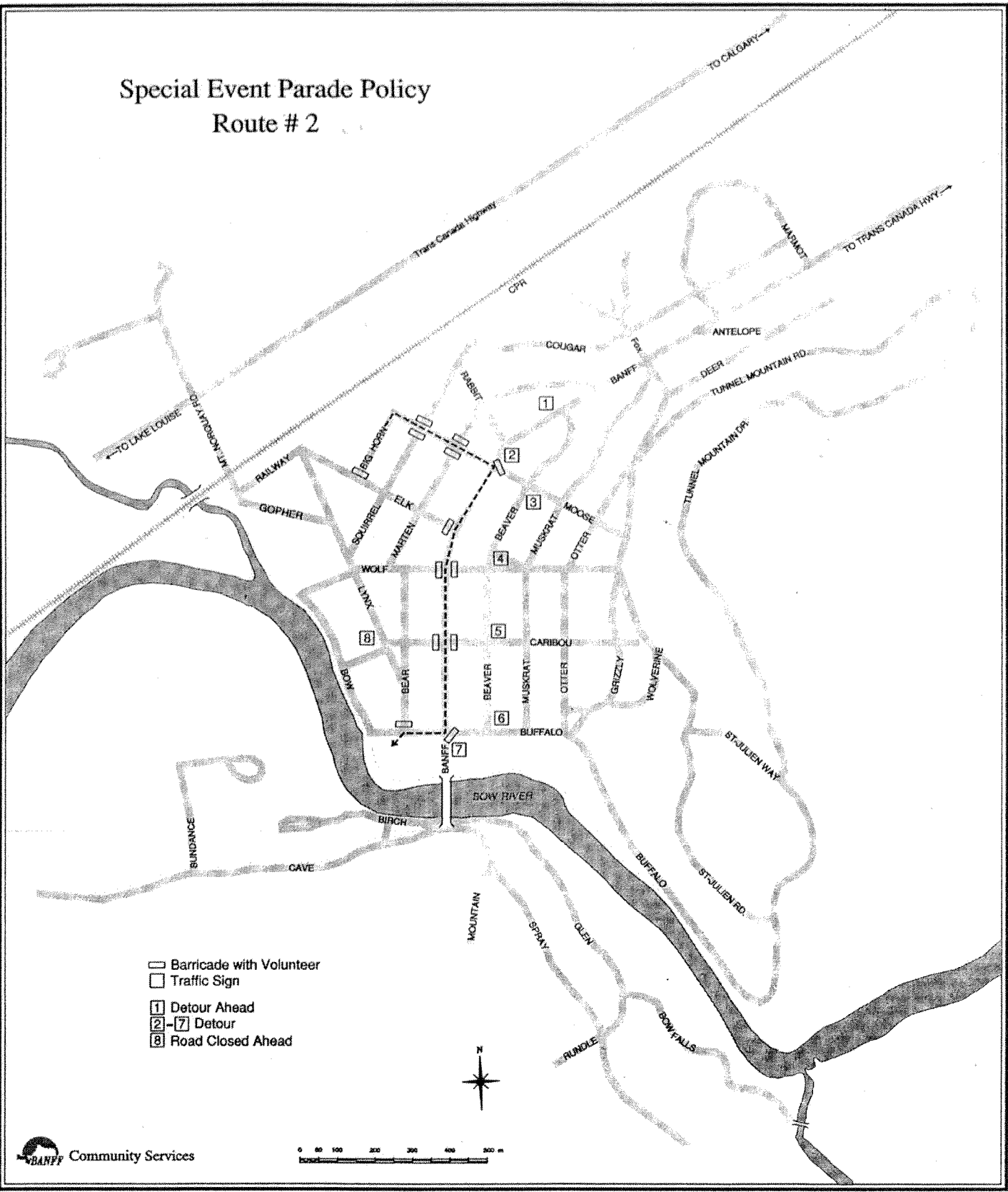
Thank you for helping to keep the Town of Banff and Banff National Park green.






**Chad Townsend** | Environmental Services Coordinator  
Planning & Development  
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P 403.762.1110 F 403.762.1101  
chad.townsend@banff.ca

# Special Event Parade Policy Route # 1



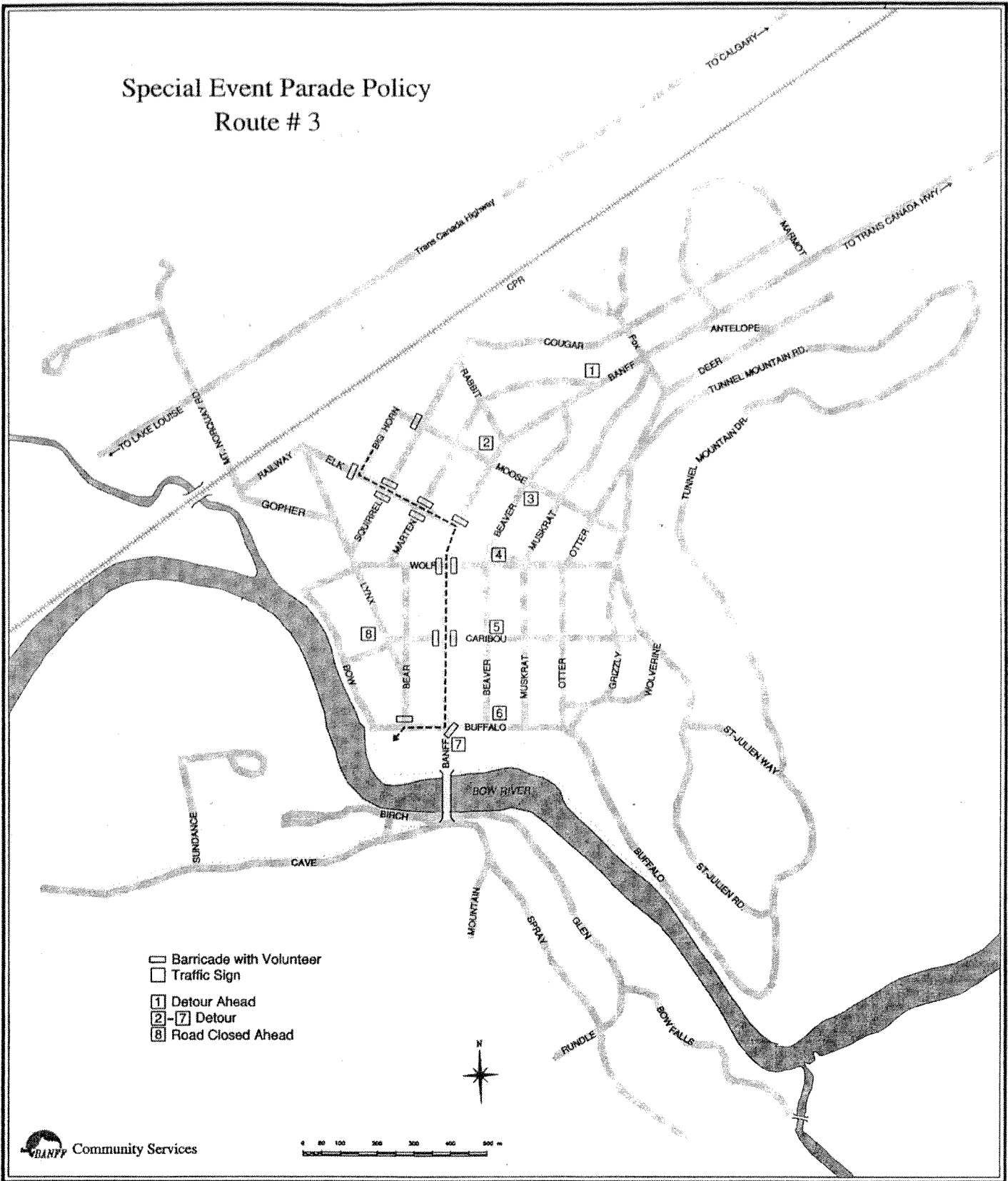
# Special Event Parade Policy Route # 2



-  Barricade with Volunteer
-  Traffic Sign
-  1 Detour Ahead
-  2-7 Detour
-  8 Road Closed Ahead



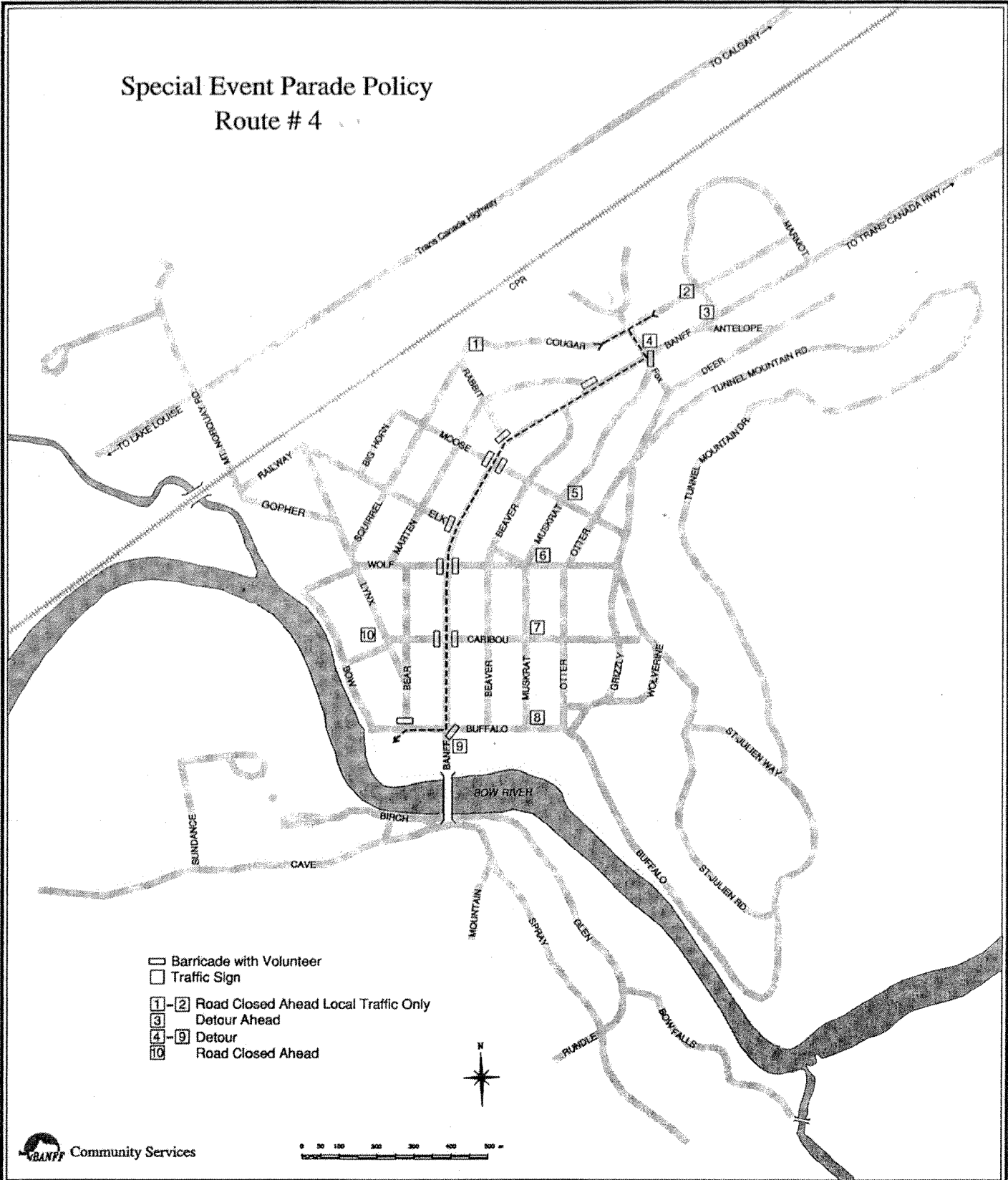
# Special Event Parade Policy Route # 3



- ▭ Barricade with Volunteer
- Traffic Sign
- 1 Detour Ahead
- 2-7 Detour
- 8 Road Closed Ahead

# Special Event Parade Policy

## Route # 4



- ▭ Barricade with Volunteer
- ▣ Traffic Sign
- 1-2 Road Closed Ahead Local Traffic Only
- 3 Detour Ahead
- 4-9 Detour
- 10 Road Closed Ahead