



# Weddings Facility Rental Application



**CLASS Permit #** \_\_\_\_\_

## BOOKING INFORMATION

Main Contact:		Date of application:     /     /
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 the wedding:		Estimated #. Of Guests: _____ adults + _____ kids = _____ people	
Day and Date of Ceremony:	Set-up/start time:	Clean-up/end time:	
Day and Date of Reception:	Set-up/start time:	Clean-up/end time:	

Facilities	Hours needed	Hourly Rate <small>* (minimum 2 hours) ** (minimum 4 hours)</small>	Daily rate	Total
<b>OUTDOOR</b>				
<input type="checkbox"/> Tunnel Mtn Reservoir*	_____ x	\$250 / hour		= _____
<input type="checkbox"/> Central Park Gazebo*	_____ x	\$220 / hour		= _____
<input type="checkbox"/> Fenlands Meadow**	_____ x	\$300 / hour <i>incl. indoor back up location</i>		= _____
<b>INDOOR</b>				
<input type="checkbox"/> Concourse **	_____ x	\$ 200 / hour	<b>or</b> \$2000 / day	= _____
<input type="checkbox"/> Meeting Room 1*	_____ x	\$ 40 / hour		= _____
<input type="checkbox"/> Meeting Room 2*	_____ x	\$ 40 / hour		= _____
<input type="checkbox"/> Curling Dry Floor & Lounge**	_____ x	\$ 286 / hour	<b>or</b> \$2860 / day	= _____
<input type="checkbox"/> Lounge*	_____ x	\$ 106 / hour	<b>or</b> \$1060 / day	= _____
<i>Please note that Banff residents are entitled to receive discounted rates.</i>				<b>TOTAL:</b>

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 <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Audio-Visual:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Equipment rental:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Vendor: _____
Food Service:	Yes <input type="checkbox"/>	No <input type="checkbox"/> ...	Vendor: _____



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## INSURANCE and LICENSING

There is no insurance required for Weddings however it is mandatory for The Fenlands to hire local security personnel for events of 100 people or more serving alcohol. Cost related to that expense is a flat \$150 fee.

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, vendor business licenses).

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](mailto: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](mailto:rentals@banff.ca)