



SPECIAL EVENT STANDARDS

Updated March 2019

6. Public Access and Public Service Support
 - a. Free public access
 - b. Event accessibility
 - c. Informational Signage

7. Preservation of Park Environment
 - a. Activity restrictions
 - b. Noise levels
 - c. Event Vehicles
 - d. Signs, banners and decorations
 - e. Turf protection
 - f. Sensitive areas
 - g. Garbage and recycling control
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 - i. Hazardous materials
 - j. Equipment removal

8. Sponsorship
 - a. Alcohol or tobacco sponsors
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Appendix:

- A. Low Waste Event Guidelines
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- C. Local Agencies

Introduction

What are the Special Events Standards?

The Town of Banff's *Special Events Standards* serve as guide and reference for applications wishing to host a special event in Banff. This document supplements the Festivals and Special Events Policy C5001 by outlining standards, operational requirements and procedures expected in conjunction with the implementation of festivals and special events in Banff.

Why regulate Festivals and Special Events?

It is widely acknowledged that Festivals and Special Events contribute to local vibrancy and social well-being by providing both residents and visitors the opportunity to access new experiences, learning opportunities and recreational activities within their own community.

Special Event Standards are assembled to ensure the maximum benefit to the town, the community, visitors while ensuring the impact of Festivals and Special Events is minimized and that when approved, Festivals and Special Events uphold the direction and the vision for Festivals and Special Events as described in the *Festivals and Special Events Policy C5001*, the *Banff Community Plan*, the *Town of Banff Land Use Bylaw*.

What are the objectives of Special Event Standards?

- Uphold the goals and objectives described in the Banff Community Plan,
- Ensure any temporary impacts of special events are minimized,
- Provide clarity with regards to the requirements for special events in Banff,
- Outline standards to ensure public safety and protection;
- Residents and businesses or which would impact the prevailing site conditions, traffic and circulation patterns, land use characteristics or the nature of the proposed use.
- Establish criteria for the review of applications for special events and the issuance of associated special event permits;
- Provide oversight for the implementation of special events to ensure they align with the direction provided by Council;

Special Events in Banff

Special Event means an organized gathering for the primary purpose of supporting a community, cultural, charitable, educational, food and beverage, recreational or sport experience. A special events is held on a temporary basis and has a consistent and unified design, event theme, and purpose. Special events in Banff are evaluated with respect to the following categories;

- **Farmers Market** means an open public market that contains a variety of booths, tents or stalls that display primarily locally-produced artisanal foods, specialty produce, and baked goods as well arts and crafts products.
- **Seasonal Markets and Craft Fairs** means the sale of occasional holiday or seasonal arts and craft products where the primary emphasis is on the sale of handmade products, ornaments, knitwear, jewelry, woodcarvings, baskets, toys, and decorations. Seasonal markets and craft fairs may also include the sale of related food and produce. Seasonal markets shall encourage the sale of locally produced arts and crafts.
- **Sporting and Recreational Event** means an athletic event of which the primary emphasis is a sporting demonstration, athletic competition or health promotion. Typical sporting events include; ski/snowboard shows, marathons, outdoor yoga, and other exercise gatherings.
- **Food and Beverage Event** means an event where the primary purpose is the sale of food and beverage products for consumption within the premises of the event. Food and beverage events may include; craft beer events, wine and food shows, cooking demonstrations, temporary mobile food vending and pop-up food bars.
- **Cultural Exhibits** are events with an emphasis on community-oriented educational and cultural demonstrations. The activities for cultural exhibits include; movies in the park, science lectures, music performances, winter pageantry, science demonstrations, outdoor display, and book sales. These events may be hosted by museums, art galleries, not-for-profit agencies and Banff Lake Louise Tourism.

Section 1: SPECIAL EVENT LOCATION

1.1: Sites

There are a number of suitable locations to host special events that fall within the municipal jurisdiction of the Town of Banff. Applicants are encouraged to apply far in advance to ensure availability of preferred facilities and sites.

The Town of Banff works closely with Banff and Lake Louise Tourism Bureau on a number of special events. Applicants wishing to know more about opportunities related to hosting a destination event are encouraged to contact Destination Events Coordinator at the Town of Banff at (403-762-1221).

Applicants wishing to host a special event in Banff may also wish to consider the use of an existing commercial property. The use of private sites for festivals and special events open to the general public is subject to review and approval by the Planning and Development Department. Please contact Development Planner (403-762-1216) for inquiries related to applications for new special events in Banff.

Town of Banff facilities may be available for a special event. The use of Town of Banff facilities including: as Central Park, Tunnel Mountain Reservoir or The Fenlands Recreation Centre is to subject to availability and conditions. Please contact the Facilities Booking Coordinator (403.762.1238) for more information about Town of Banff Facilities.

1.2: Availability

The “peak seasons” for Festivals and Special Events is the spring and summer from May 15th to September 15th. Availability for Special Events in peak season is limited.

These dates coincide with the enhanced staffing levels at the Town of Banff. Regardless of season, condition of a site and staffing levels are key factors in determining availability.

Indoor facilities such as The Fenlands are available for booking year round.

Sites are typically available for programmed activity between 8 a.m. and 10 p.m. daily. Requests for earlier or later times may be considered on a case by case basis. The Town Manager will be the authority on granting these exceptions.

1.3: Frequency of Major Events

Large scale Festivals and Special Event will generally only be considered for booking every second week. This timing may also be put in place when events require significant infrastructure to be brought onto a site to support them.

Although Sport and Recreation Events may take place along the pathways, attempts will be made to move start and finish locations away from the pathway system to reduce the direct impact on surrounding neighborhoods.

1.4: Event Restrictions

The Town of Banff places priority on Festivals and Special Event applications that are open to members of the general public and which contribute to community wellness, residents and visitors.

Private functions, commercial functions and/or events that are primarily religious or political in nature are considered on a case by case basis. If approved, private functions are required to adhere to the contents of this document and may also have additional conditions placed on them.

New applications for large scale special events that require road closures will be considered from the second week of October until the third week of May only.

I.5: Activity Restrictions

Applicants are to identify all activities they wish to include as part of their event in the application form. As the event develops and planned activities change, the applicant must keep their Town of Banff liaison informed of any and all changes. All activities of an event are subject to approval by the Town of Banff and other regional, provincial or other governmental and non-governmental bodies.

Activities that may be approved in one site may not be appropriate for another. In addition, the condition of a site may be a key factor in determining the appropriateness of an activity. The type of activities proposed will determine many of the conditions that will be put into place and which other regulating bodies need to be contacted. Most restrictions that are put into place are to ensure public safety and preservation of the site. Activities not generally permitted include those which:

- May cause significant damage to the park or the environment
- Are specifically prohibited by bylaw and law
- Are distinctly incompatible with natural open space or Banff National Park
- Involve undue risk to individuals or the Town of Banff and its residents
- Fireworks and pyrotechnic use is restricted

Although amplified music and speeches may be approved for an event, the Town of Banff reserves the right to approve the equipment being used and the technicians who are operating such equipment.

For events that take place in both the town site and the National Park outside of the town site; Parks Canada will determine the size of the event outside the town site and Town of Banff will determine the size of the event within the town site. For example, an event restricted to 1500 participants in previous years can request an increase from Parks Canada. However, the Town of Banff must also confirm if the increase will be permitted within the town site. Determining factors for the Town of Banff decisions include but are not limited to:

- The time of year
- The impact on regular traffic flow
- The increase of participants requested
- The type of event
- The start & end times of the event
- The past performance or past issues with event/organizers
- Other events and activities already established at that time

1.6: Application Process

A Special Event Application must be completed, in full, no less than 90 days from the date of the event to begin the processing of a request. Incomplete applications will not be accepted. The application is to be submitted online <http://banff.ca/index.aspx?NID=94> or by filling out the Special Event Application Form. Organizers are requested to provide enough detail in the application so a decision can be made about the appropriateness of the site for the event.

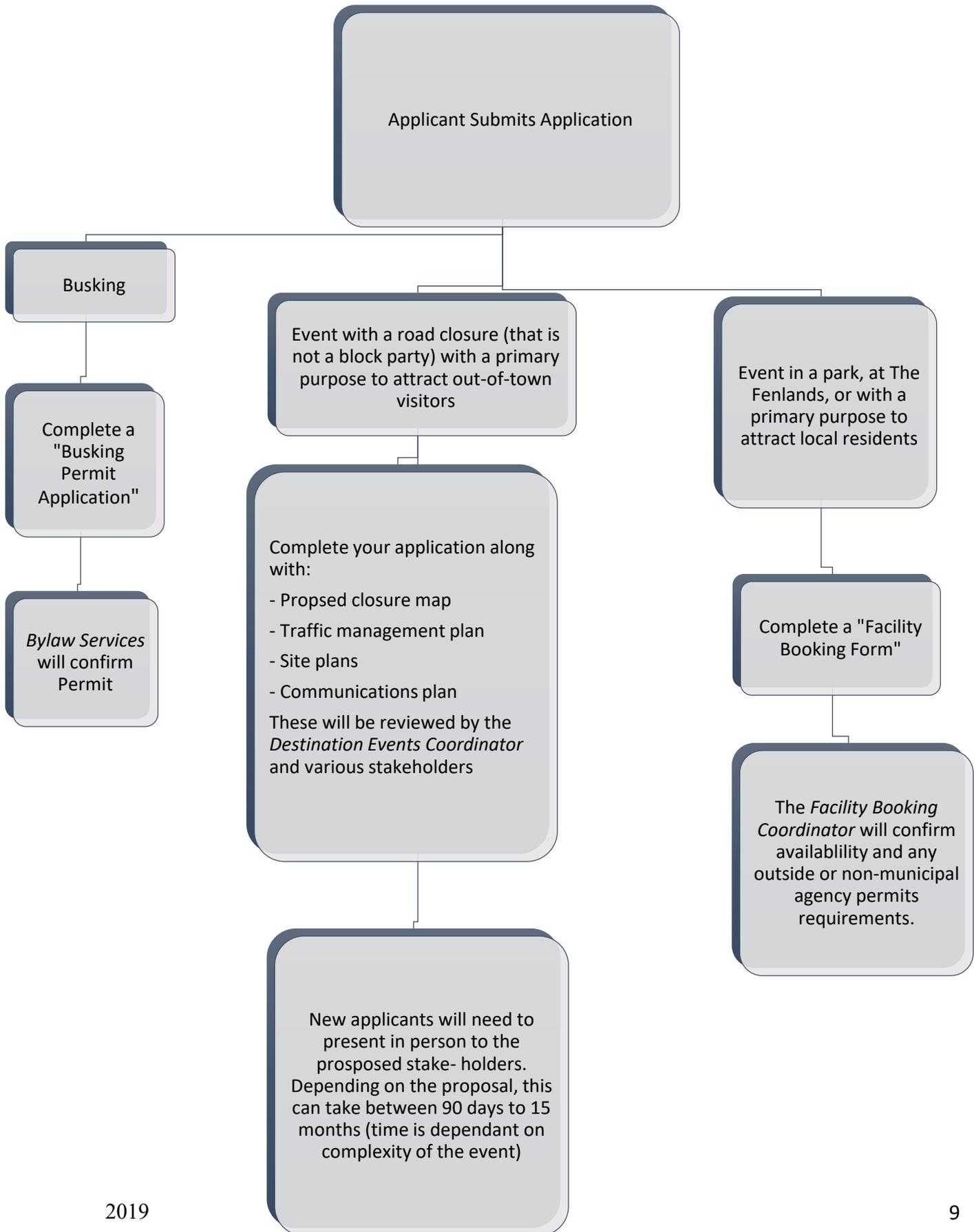
Although initial *conditional* approval for an event may be given, additional details may be required involving: program activities, production schedule, site layout (site map), food and merchandise sales, vehicle access/use, public health and safety services (traffic management plan & risk management plan), and a communications plan. Organizers may also be asked to supply documentation as proof of licensing, insurance, indemnification and other legal requirements. A supplemental legal agreement or contract will often be implemented in situations where significant conditions or requirements are necessary.

It is important to note that although an event may receive initial approval, final release of the permit will be withheld until all conditions have been met. Since it may take several days to ensure that the conditions have been properly met, proof of conditions should be submitted at least 30 days before the set-up of the event.

It is important to note that cooperation in following the standards contained in this document will be a factor in the approval of any future event requests by the group. Event evaluation information may be collected and reviewed when processing future requests.

Initial approval of a request may be rescinded if park/pathway maintenance or development issues come up between the date of application and the date of an event. Every effort will be made to limit the number of these types of cancellations.

Application Process: Overview



I. Event Approval

The application for a special event should include the following information:

- **Completed application form** including: event location (address, property description, streets), contact information 'on-site' event organizer, written description of the special event including: type of festival, event sponsor(s), duration in days of the event, 'set up' and 'take down' requirements, neighborhood, approximate number of participants, sign off from property owner (for private leasehold sites), and number of anticipated special event staff
- **Application Processing Fee** payable to the Town of Banff. The base fee for special events in Banff is \$250.00. The application fee for destination events is \$350.00. Applicants are encouraged to review the Special Event Standards in light of other fees which may apply to the implementation of a festival or special event in Banff. Additional fees are required for site rental, bookings, facility rental, parking stall and/or street use as well as business licensing.
- **Site Plan** (to scale) including: existing and proposed temporary buildings, location and size of tents, temporary structures including ice sculptures, lighting, vendor booths, activity areas, number and location of washrooms (1 washroom / 40 participants), bleaches and seating areas, barricades and crowd control, all proposed signage (both on site and off site), beer gardens, proposed water and power connections, generators, deep frying machines, fire and emergency services and access points. The Banff Fire Department may require additional specifications for stages, furniture, cooking instruments.
- **Vendor list** including overall number of vendors, vendor type, company/vendor name and contact information.
- **Parking and Traffic Management Plan** is a site-specific plan that covers the design, implementation, maintenance and removal of temporary traffic management measures while the event is carried out in Banff impacting a particular road corridor, vehicle traffic patterns. Traffic management plans outline temporary solutions may include the use of adjacent parking, sidewalks and streets, and details how event organizers will encourage attendees to walk or use public transit to access the site.

The parking and traffic management plan for special events in Banff shall include information about participant parking, impact to street parking, street use trimming matrix, roadway signage plan, provisions for alternative transportation, snow event management, traffic intersection controls. The parking and traffic management plans are reviewed by the Town of Banff Planning and Development and Town of Banff Engineering Department.

In addition to following posted parking restrictions on adjoining streets, vehicles are not to be parked on venue turf. All vehicles that are parked illegally are subject to ticketing and towing.

- **A Waste / Environmental Management Plan** is required for applications for events greater than 50 participants. Waste Management Plans shall include information regarding efforts to mitigate the events impact on wildlife as well as with information about waste diversion and on-site recycling in keeping with Town of Banff Low Waste Event Guidelines.

- **Risk & Public Safety Assessment**

Event organizers must submit a risk assessment with their initial application that identifies hazards, analyses and evaluates risk associated with special events. The public safety assessment will be reviewed by both the Banff Fire Department and Alberta Health.

- **Medical plan**

Event organizers are expected to contact the Banff Mineral Springs Hospital and the head paramedic to review all medical aspects of their event. Town of Banff will require a letter of approval from the Banff Mineral Springs Hospital to confirm they approve the medical plan.

- **Communications Plan**

A Communication Plan shall be submitted with special event application for events with there is anticipated to be noise, trails closures, street closures or impact to local neighbourhood amenities. The communication plan should include the timing, draft messaging, target audience as well as the frequency and strategy for notification. The communication plan should also provide contact information for on site manager as well as procedures in place to address complains.

1.7: Renewal of Annual Bookings

Traditional booking dates of special events as defined in **the Introduction** are generally respected from year to year. However, notice of intention to renew must be received in writing with date confirmation at least eight months in advance.

- Although renewal applications for annual events are generally approved, previous compliance with these guidelines will be a factor in the decision to approve an event renewal application or to establish specific permit conditions. Venue locations are not held unless notice of intentions are made in writing.

1.8: Permits and Terms and Conditions Agreements

Permits will be issued for all approved events. Depending on the activities being undertaken, further permits, permissions, or agreements may be required and will be identified as conditions when the event has been approved. Generally, special events as defined in **the Introduction** will require more than a simple permit and may be subject to additional legal agreements or contracts. These will typically be undertaken for large scale events in premier locations or for events that are co-sponsored by the Town of Banff. When they are required, legal agreements or contracts will specifically detail the responsibilities of both the Town of Banff and the event organizer.

The approval process and the terms and conditions of any permit or agreement are guided by the information contained in this document, the current Town of Banff bylaws and other bylaws/laws. The history of the event, the current condition of the event site or pathway, and public safety issues will also influence specific approval conditions.

A highly complex event using streets may be required to become prime contractors of those sites. Any event in this situation will be informed upon receipt of their application.

Section 2: FEES, CHARGES AND TOWN SERVICES

2.a: Administration Fee

An administration fee is payable upon receipt of the permit terms and conditions and makes up part of the event retainer. This fee supports the resources required to administer the applications and the permits and will not be waived.

2.b: Site Rental Fees

Site rental fees are based on the location, amenities and the type of activity or event being requested. The fee allows for use of the space and base level services, involving but not limited to:

- Use of garbage and recycling cans and dumpsters permanently located within the park.
- Use of power (if available).
- Use of permanent washroom facilities (if available & during summer season).

Contact your assigned Town of Banff Liaison for the current rates.

2.c: Retainers

A retainer of \$1,000 is required for a large scale special event. Should there be no damage, the deduction of the retainer will be applied to your final invoice.

Intensified use of a site because of an event increases the requirements for maintenance and repairs. Inclement weather conditions before or during an event make the situation worse. A certain level of damage due to wear and tear will be considered normal and will be supported by the Town of Banff. However, cost of repairing extensive damages, including those associated with extreme wear and tear, may be the responsibility of the event organizer and reflected in any invoices sent after the event.

Damage caused as a result of negligence or misconduct is the responsibility of the organizer, whether caused directly by the organizer, any associated third party, or the general public in attendance. The Town of Banff staff base damage assessment upon a review of the site immediately before set up and as soon as possible after the take down of the event. The organizer should participate in these site inspections. When sites are used during the off season, some damage may not be assessable until a later date (i.e. damage to irrigation systems over winter). In the event that a damage deposit is insufficient to cover the costs associated with repairing the damage, the organizer will be invoiced for the balance. Failure to pay an invoice will jeopardize future booking requests.

2.d: Equipment and Services

When amenities are requested, a fee will be charged for their use in addition to the site rental fee. Certain equipment and services to support special events are available for a fee, from Town of Banff. These services are not guaranteed to be available at all times and should be requested as soon as possible after the event application has been approved. Contact your Town of Banff Liaison for fees and availability.

Although resources may be obtained from suppliers other than the Town, the Town of Banff reserves the right to approve the equipment being used and the technicians who are operating such equipment. If services or equipment from other suppliers are deemed inappropriate, unsafe or in conflict with current Town contracts, an event may be required to utilize the services of the Town or a supplier approved by them. Each contractor must hold a Town of Banff Business license available as an annual license, one-month license, or 24-hour license.

Equipment and services are only made available for event producers with a special event permit in progress and can be reserved through the assigned Town of Banff liaison.

2.e: Electrical Connection, Permit and Inspection

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

2.f: Potable Water Connection

Some event sites have limited potable water available. This need must be identified in the initial event application. Additional details may be required before service can be confirmed. Although access to water is included in the base rental fee, there may be additional cost if staff is required to make the connections or mark irrigation lines before set up. If line marking, connection and/or disconnection is requested for regularly scheduled work hours (Monday – Thursday, 8 a.m. – 4:30 p.m.), this service will be provided at no additional charge. If these services occur outside regularly scheduled work hours this will be at a cost to the organizer. Scheduling of line marking and/or connections must be requested and confirmed 60 days before the event.

All portable water dispensers must be in place 72 hours prior to first use so Town of Banff can test the units for bacteria and submit results to Alberta Health Services. There is a \$350 + GST flat fee attached to this and is a requirement to bring in a portable water dispenser.

2.g: Disposal of Gray Water

All gray water collected during events must be properly disposed. All rented sinks must be accompanied by gray water tanks. When the tanks are near full, they must be emptied off site, at an approved location. Please note that gray water cannot be released anywhere else. Failure to do so will result in fines and a cancellation of future event applications. You must ensure that your gray water tank supplier is aware of authorized locations within the Town.

2.h: Garbage and recycling Control

Incremental Charges for Utilities and Litter Control may be billed to the event organizer if water, electrical use, or litter control services are deemed to be excessive by the Operations Department. For example, if usage is 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 "Low Waste Guidelines" ([Appendix A](#)). 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 Zero Waste” services may also be arranged through the Bow Valley Waste Management Commission or a similar organization and fees may apply.

2.i: Charges for Urgent Maintenance or Repair

If necessary, 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 will be informed as soon as possible of the requirement and cost implications.

Section 3: EARNED REVENUES—Admission, Sales and Fundraising

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 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 Town of Banff.

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) Permission to charge admission event organizers may be allowed to charge admission in areas which allow for control of public access. Duration and location of the event will be factored into the final decision.
 - a. 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 Town Manager whose decision will be final and binding. Examples of merchandise which are permitted and prohibited for sale are included in Town of Banff Event Sponsorship Guidelines ([Appendix B](#)). 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 handmade (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. If the event organizer has received 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 terms and conditions 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.

3.a: 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. Pathways must remain unobstructed and all fundraising activities must be setback 150 ft. from general park entrances and/or event site entrances.
- v. Gambling, including lotteries and bingos, are not permitted.
- vi. Roving fundraising efforts may be considered at events where admission is charged. The initial application must indicate this request and will be reviewed with the Town Manager.
- vii. 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.

3.b: Food and Beverage Sales and Service

Sales of food and beverage are generally permitted only as a portion of a larger event. At The Fenlands Recreation Centre concession contracts are in place and the terms of these agreements must be honoured. Generally, food service opportunities will be limited to specialty food and beverage items specifically related to the theme of the event.

All sales of food and beverages must be conducted from stationary locations within the event boundaries. There will be no soliciting of the crowd by mobile sales people. The total space allowed for sales must be in keeping with the scale of the event as a whole and must be secondary to other activities. Space available will be determined based on the need of the individual event and in consultation with Town of Banff staff.

On-site sales of food & beverage require the appropriate business licenses be obtained (with the exception of not-for-profit or charity food booths).

Co-sponsored events do not require a market license and do not require individual vendors to obtain their own business license because the Town of Banff has a license to conduct such activities. The event organizer must ensure that all requirements related to Alberta Health Services regulations, inspections, relevant bylaws and conditions listed in the terms and conditions agreement are met. The organizer is also responsible for any damages, waste, incremental costs or public health issues related to food or beverage services. The organizer is responsible for ensuring these conditions are met by services operated directly and those provided by third parties.

3.c: Alcohol Sales and Service

Sales or service of alcoholic beverages may be permitted only as a component of a larger event. Approval will depend on factors such as park site and type of event. Such requests may require additional review by the Town of Banff. If general approval is granted, the event producer must provide significant detail for review by the Town's staff and Banff RCMP. This must be submitted before the organizer applies to Alberta Gaming & Liquor Commission (AGLC) for the appropriate permit. It may take one month for

AGLC to process an application for a public resale permit therefore we recommend applying as early as possible.

Generally, requests for alcohol sales/service in indoor facilities are more acceptable than in outdoor facilities. Outdoor sites must be large enough to allow for the alcohol sales/service area to be removed from the focal point of the event and for it to be fenced to separate it from the remainder of the event. The area must also support food services as required by AGLC. There may be a limit on the number of times a site may be used for alcohol related events over the course of a year. Some parks will have restrictions limiting what areas within the site can be used for an alcohol sales/service area.

Efforts the organizer makes to ensure the alcohol sales/service area does not become a focal point of the event are important. Past history of an event will play a part in the approval of alcohol sales or service areas.

In addition to AGLC regulations, sales/service of alcohol in outdoor venues will be subject to the following:

- A minimum of 2 security officers in attendance during hours of operation
- Alcohol service hours that end no later than one half hour before the scheduled end of the performance or activity portion of the event (allowing consumption to continue for one half hour after the scheduled end of the event)
- Maximum capacity is typically based on 10% of the anticipated total audience size
- Beer must be dispensed into cups prior to sales to customers

Food & Beverage Sales Summary

Food and beverage sales must be a smaller part of a larger event. All food & beverage sales must be approved before the event by the Town of Banff, by submitting the appropriate information on the online application.

Once food or beverage sales have been approved, the event organizer must ensure:

- A Town of Banff Business license is purchased by the caterer
- Alberta Health Services requirements are met
- Banff Fire Department requirements are met for capacity
- Alberta Gaming & Liquor requirements are met
- Banff RCMP requirements are met (events with alcohol)
- All appropriate licenses or permits are obtained and displayed
- Proper signage is displayed
- Towards Zero Waste guidelines are met

It is up to the organizer to ensure that all third party food and beverage providers adhere to these requirements.

Section 4: EVENT SITE DEVELOPMENT

In many cases, parks and pathways requested for special events were not designed to accommodate the logistical needs of large festivals or even some small events. These may include potable water, power, toilet facilities, tents, stages, and garbage and recycling disposal containers. When not part of the site, it is up to the organizer to make arrangements to bring these services onto the site. The Town of Banff needs to know what items are being brought onto the site, where they are placed and how they are being used. This information is used to assess the impact on the site and public safety and to determine what restrictions or conditions will be applied.

4.a: Site Maps

Applications must include a site map that identifies the general locations of event components. A final detailed site map with specific locations of tents, toilets, stages, bleachers, vehicles, fencing, etc. is required before a permit is released. The functions of tents and vehicles must also be identified. Blank site maps are available upon request. All items brought onto site, their locations and functions must be approved by the Town to ensure that they are compatible with the site and public safety. A pre-event on-site meeting with Town staff may be required and will be identified as a permit release condition.

In addition to an overall site layout, detailed tent layouts may be required to obtain approvals or permits from Planning & Development or from the Banff Fire Department. These layouts should indicate walls, exits and entrances, function of the tent and occupancy, if applicable.

4.b: Production Schedules

In addition to the site map, the organizer may be required to submit a schedule of the timing for event set-up and take-down. This is to try to identify any potential site use conflicts. This will be required if a substantial amount of time is spent on site set-up or take-down or if vehicles need to access the site during these times. Services being directly provided by the Town are to be included in the schedule once they have been confirmed.

4.c: Power

Areas requiring power must be clearly identified on the site map. Details regarding the number of circuits required, amperage, and items may be required before level of service can be confirmed. In many locations, electricity is not available or is limited and organizers may be given permission to obtain generators to provide a power source.

Organizers should ensure that electrical equipment being connected is certified for outdoor use, is CSA approved and in good repair. All electrical cords must be at least 14 gauge, 3 wire with U ground style plugs on each end and be suitable for outdoor use. A guideline of: one appliance, one extension cord, one outlet is strongly encouraged. Power bars should not be used to increase number of appliances plugged into a single circuit. The Town reserves the right to approve all electrical items prior to installation.

Whenever a wiring system is installed/connected to, or disconnected from a town operated power supply, the service must be provided by a Town of Banff approved electrician. See [Section 8.c](#) for more information on event vehicles.

4.d: Potable Water

In many locations, potable water is not available or is limited and organizers will be required to obtain other sources such as water trailers to provide this service. Areas requiring potable water are to be

clearly identified on the site map and details of need may be required before level of service can be confirmed. Where water is available, the connection locations will be clearly identified on site at the event set-up time. Irrigation lines do not provide access to potable water.

All portable water dispensers must be in place 72 hours prior to first use so Town of Banff can test the units for bacteria and submit results to Alberta Health Services. There is a \$350 + GST flat fee attached to this and is a requirement to bring in a portable water dispenser.

4.e: Toilets

Generally, portable toilet facilities must be brought onto sites to support events and must be coordinated by the event organizers at their expense. Toilet locations are to be noted on the site map. Alberta Health Services has guidelines outlining the ratio of toilets required for number of participants. Approval to reduce the number of toilets will be made by Alberta Health Services. The existing permanent toilet facilities within a site may be considered to meet some of the demand.

In location where public toilet facilities exist, the facilities will stay open to the public and serviced on a 1.5 – 2 hour schedule. Event organizers are welcome to use the toilet count to their site however, due to the intense use of event participants, organizers **MUST** arrange for a contracted cleaner to clean and stock the washrooms between scheduled cleaning by Town of Banff.

When portable toilets and/or washing units are brought onto a site, the event organizer must arrange for all toilet paper and paper towel supplies. In addition, the cleaning associated with the permanent and temporary toilet units or hand wash stations is to be arranged by the event organizer. For events of a duration of more than one day, the units must be serviced a minimum of twice daily.

4.f: Tents

All tents (including pop-ups) must be treated with a certified Fire Retardant (CAN UCL 5109-m). Documentation must be made available upon request to prove the tent is treated. This can be in the form of a written letter by the person responsible for the equipment. A \$250 tent inspection fee will be applied per site (not per tent), for the Banff Fire Department inspection.

Propane tanks may not be placed inside a structure and there is to be no cooking which produces grease laden vapours inside the tents without a proper canopy ventilation system in place.

The locations of all tents are to be noted on the site map. Tents are to be secured for safety by using tent weights only (staking is not permitted). Because many locations have underground irrigation and electrical lines, all tents that are to be weighted onto the ground must receive final on-site approval to ensure their locations are compatible with existing underground utilities. Organizers will be responsible for all damages caused to underground utilities by approved or unapproved staking.

Site drawings and tent layout drawings must be included with the application. Emergency lighting and exit signs may be required for tents. Contact Town of Banff Fire Department to clarify this requirement.

If a tent covers an area of greater than 3200 square feet or will be occupied by more than 300 people, a professional engineer must stamp the drawings submitted with a building permit application. Depending on the complexity of the tent installation, a building inspector may require a verification letter from a professional engineer prior to occupancy. Once a building permit has been issued, an occupancy permit must also be obtained from the Banff Fire Department. Various on-site inspections will be required to obtain an occupancy permit and these inspections will need to be coordinated by the event organizer. The

types of inspections that will be required will depend on the specific tent amenities and uses. It is recommended that the tent floor plans include: square meters/square feet, tables, chairs, entrances/exits, bar location, fencing etc.

4.g: Scaffolding

Scaffolding may need to be erected to support technical items such as sound system speakers and lighting or for a sporting event such as aerial shows. A building permit will be required if scaffolding is more than 10 feet in height. Drawings of the scaffolding configuration must accompany the building permit application. If the scaffolding is used for audience seating, has an occupancy load of 300+ persons or is used for an aerial show, the drawings must be stamped by a professional engineer.

4.h: Bleachers

Bleachers may be brought on site for audience seating and must be coordinated by the event organizers at their expense. Bleacher locations are to be noted on the site map. The use of scaffolding as bleacher seating will require a building permit (see [Section 4.g](#)).

4.i: Stages

The Central Park gazebo is the only location where permanent stage facilities exist. Organizers will be required to make arrangements to supply their own stages with the dimensions being clearly marked on the submitted site plan. The use of scaffolding as bleacher seating will require a building permit (see [Section 4.g](#)).

4.j: Fencing

Fencing must be used where organizers are restricting access to support admission based events, alcohol sales/service areas or for other safety reasons. These fence lines are to be clearly identified on the site map. As with tents, any fencing must receive final on site approval to ensure the quality, and colour of the fences are compatible with Town of Banff design guidelines. Where possible, Town of Banff prefers to see black temporary fencing over construction grade fencing. Organizers will be responsible for set up and removal of temporary fencing. Any exits need to be clearly marked and manned.

4.k: Signage

Signage is never to be attached to trees in any manner. Signage should always be attached to manmade structures such as railings, fencing, and tents. Signs are never to be attached to a site's permanent flagpole. If items are to be attached to a site's amenities, it must be done with ropes, bungee cords or zip ties and never with any kind of tape. In some cases, sign posts will be required to be on site to act as attachment points. As with tents and fences, any signage to be weighted to the ground (not staked into the ground) and must receive final on site approval to ensure the locations are compatible with any our signage and design guidelines.

4.l: Vehicle Use

All vehicles needing access to locations require approval from Town of Banff and may require special permission. The Town of Banff will provide locations where access is permitted. Vehicles are strictly prohibited from the grass/turf areas of the parks and fields. Any vehicles that are required to be on site for the duration of the event are to be clearly marked "EVENT VEHICLE" and indicated on the site map. Vehicles that have not been approved by the Town will be denied access to the site.

4.m: Turf Protection

Some activities or items have great potential to damage turf or tree roots and some may be prohibited dependent on the specific area or its condition. Specific conditions may be required to reduce the possibilities of damage occurring and must be put into place during event site development. Heavy equipment is prohibited on any

4.n: Licenses, Permits and Inspections

After the organizers receive permission to proceed with all activities, it is the responsibility of the organizer to obtain and arrange all licenses, permits and inspections that may apply to the event, and to comply with all relevant laws and regulations. The assigned staff liaison may be able to advise where further consultation is required. Many organizations and Town departments require 3 to 4 weeks to review applications before they will release permits or schedule required inspections. Once permits are released, arrangements should be made to schedule necessary inspections. Any costs related to permits or inspections will be paid for by the event organizer. The following chart summarizes the permits, licenses or inspections that may be required. To determine which are actually required, event organizers should contact the organizations identified with the activities that are included in the event. Contact numbers are listed in [appendix C](#).

Licenses, Permits & Inspections that may be required:

ACTIVITY	REQUIREMENTS
Food or Beverage Sales/Service	Approval & Site Inspection – Alberta Health Services Tent Inspection – Banff Fire Department Appropriate Business License (Market, Pushcart Vendors or Food Service – No Premises) – Town of Banff
Food or Beverage Sampling	Site Inspection – Alberta Health Services
Alcohol Sales/Service	Approval & Site Inspection – Town of Banff Approval – Banff RCMP Public Resale Liquor License – Alberta Gaming & Liquor Commission Site Inspection – Alberta Health Services, Town of Banff & Banff Fire Department
Propane	Site Inspection – Banff Fire Department
Electrical Hook-up	Site Inspection – Town of Banff will approve a certified Electrician
Bon Fires, Fire Barrels & open flames	Approval & Fire Permit – Banff Fire Department
Merchandise Sales	Appropriate Business License (Market, Distribution Manager or Retail Dealer – No Premises) – Town of Banff
Raffles & 50/50 Tickets	Registration – Alberta Gaming & Liquor Commission
Charitable Fundraising	Registration – Alberta Gaming & Liquor Commission
Scaffolding or Other Erection of Tents, Structures	Building Permit & Site Inspection –Town of Banff Planning & Development Building Approval Occupancy Permit & Site Inspections – Banff Fire Department

Section 5: PUBLIC HEALTH AND SAFETY

Public health and safety is a priority for the Town of Banff and is a joint responsibility of the event organizer and stakeholders. Significant details regarding site layout, production schedules, support services, emergency communication plans and volunteer training may be requested before final release of a permit. This is to ensure public safety issues have been addressed. The Town may review these measures during the set-up, operation, take-down and clean-up of an event. Effective communication between the Town, Parks Canada, other stakeholders and the event organizer before the event should address most issues, including those that may result in program termination.

Several agencies including Occupational Health and Safety, Banff RCMP, Emergency Medical Services, Alberta Health Services, Town of Banff Fire Department, Electrical Inspectors and others are available to advise organizers in planning an event. They are also able and required to take action in response to health and safety issues.

The Town will require event organizers to take action immediately to correct health and safety hazards associated with an event. The Town may, on its own initiative, take action to correct an immediate hazard. Appropriate action may include: summoning emergency services, limiting access to a portion of the park or terminating all or part of an event program. It is important that Town staff be empowered to implement these decisions and that a system be set up between the Town and the event organizer to communicate these concerns before they reach a critical situation. A representative(s) organization must be identified as the designated contact(s) for on-site issues during all phases of the event and be readily accessible to address issues.

The Town representative may take unilateral action at his/her discretion where:

- The hazard is immediate and acute
- Emergency response is required
- The event organizer is unable or unwilling to take action

A Town of Banff representative will be on site at different times during set-up, the event, and take-down. It is not their role to solve issues that are a result of lack of planning on the part of the event organizer. Ability to access services or support may be reduced during weekend or evening activity. Pre-event planning and communication is critical and if carried through, the need to undertake unilateral action during an event should be minimal.

5.a: Insurance and Indemnification Requirements

Copies of applicable insurance coverage certificates are to be submitted prior to the release of the permit. Specific insurance coverage needs will be clarified once an event's activities have been verified. In all cases, the Town of Banff must be named as an additional insured for the duration of the organizer's use of the Town of Banff property.

Generally, insurance requirements are as follows:

- The event organizer must provide a certificate of insurance containing a minimum \$5,000,000 (per occurrence) comprehensive general liability.
- The certificate of insurance must name the Town of Banff and Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency as additional insured parties.
- Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include "host liquor liability".

When a terms and conditions agreement is required for an event in addition to a park permit, the terms and conditions agreement will contain comprehensive clauses detailing the requirements of the event organizer to indemnify the Town of Banff.

5.b: Site Security—Set-Up and Take-Down

Organizers are responsible for ensuring that the event site is secured from the time the first item is brought onto site until the last item is removed from site. Event organizers may be required to meet with the Town of Banff before the permit is released to review specific site security concerns and to determine the level of security to be provided.

5.c: Crowd Management/Access Control

A crowd management system should be put in place to ensure the safety of the public during the event. It may include one or more of the following components:

- Paid security professionals or trained volunteers
- Designated security stations or roving personnel
- Communication network (cellular phones, two way radios, etc)
- Signage
- Fencing of restricted areas
- Admission is charged
- If the event occurs at night
- Alcohol service areas are in operation

A written description of risk management & public safety measures may be required before the permit will be released. Both Town of Banff and the Banff RCMP are able to provide consultation and support in this area.

5.d: Inflatables

All inflatable bouncers and obstacle courses are to be weighted down using manufacturer's recommendation with exception to staking into the ground, which is not permitted. The inflatable devices must be overseen by trained personnel in accordance to the device's recommendations and be of the age of 18 and older. Each inflatable is to be of commercial quality and registered with AEDARSA (the inflatable devices governing body in Alberta). It is recommended that marked First Aid stations are located in close proximity to the inflatable devices.

5.e: Lost Child Procedure

A well-defined lost child procedure is required at events where there is a high possibility of children being lost (i.e. children's events, night-time events, and events with projected attendance of over 1,000) These procedures should include having a lost child area which is both supervised and well identified. It is recommended that a lost child procedure is in place regardless of the size of the event.

An applicant may be required to submit a written description of measures for addressing lost children before the permit will be released. Both Town of Banff and the Banff RCMP are able to provide consultation and support in this area.

5.f: First Aid

A dedicated first aid station and notification to Alberta Health Services is required at large events or events where there is significant risk. This applies to events with a projected attendance of over 1,000 at one time or at the discretion of the Town of Banff. It is strongly recommended that organizers make arrangements for first aid services for the duration of the event, regardless of size. First aid measures

should also be in place during the set up and take down portions of the event. Town of Banff requires a medical plan to include first aid measures that will be implemented during the event.

5.g: Agency information:

Banff RCMP

Consultation with the Banff RCMP is required for all large-scale events. This consultation will require the sharing of the following base information:

- Date, time and location of event
- Anticipated attendance
- Organizing group contact person and phone numbers for prior to and during the event
- Type of entertainment & other activities
- Security provider contact name and numbers

Banff RCMP consultation is mandatory if any of the following conditions apply:

- Admission is charged
- Alcohol service is planned
- Attendance over 1000 is expected

Town of Banff liaison will assist in identifying and/or liaising with the appropriate contact within Banff RCMP.

Town of Banff Fire Department

Consultation with the Banff Fire Department - Fire Prevention Unit is required for all special events. It is mandatory that they be contacted to determine the need for on-site inspections if any of the following conditions apply:

- Tents used for food services or for public occupancy (even if no building permit is required)
- Use of propane and/or diesel generators
- Determining occupancy load of tents
- Bonfires or fire barrels
- Fencing

Approval of any of the above activities requires that appropriate fire extinguishers are on site and readily available. Propane tanks must be secured so that there is no danger of tipping.

Alberta Health Services

Consultation with Alberta Health Services is mandatory if any of the following conditions apply:

- Personal services such as hair services, piercing and tattooing
- Food & beverage services (sales or free distribution)

Section 6: PUBLIC ACCESS & PUBLIC SERVICE SUPPORT

6.a: Free public access

Free public access is to be allowed to all parks whenever possible and reasonable. Pathway events are required to maintain public access to the path system. Generally, a request to use an entire park for an event that charges admission will not be approved. When the security of the site, equipment or the general public is in question, areas may be restricted from public access. Permission to restrict areas may be requested of the Town of Banff and approval must be received before access is restricted. There may be times when the Town directs the organizer to restrict areas. **Areas closed for safety or security reasons, damage control, event production, alcohol service control or event admission control must be fenced.**

6.b: Event accessibility

Access and services for people with disabilities should be considered whenever possible and reasonable. Accessible washrooms and access/services for auditory assistance or canine assistants may be included in event and site plans. This information should be included in pre-event promotions or the event program.

6.c: Informational signage

The public should be able to easily obtain information about the event on the site. Clear signage is required for all activities and services that are available at a cost, including:

- Event admission
- Food & beverage pricing
- Fees associated with participation in specific activities

Admission prices and site rules must be clearly posted outside all entrances. A clearly visible information booth is suggested for all events. Though not a requirement, a schedule of stage performances is useful when posted outside the entrances and close to the applicable stages.

When alcohol is served, signage must be posted, both inside and outside of the fenced alcohol service area, to inform the public of:

- The maximum capacity of the area
- Purchase prices
- Purchasing and serving times
- Any entry age restrictions
- If children are or are not allowed in the venue area

Organizers of pathway events will be required to inform the public of the activity during the event by proper placement of signs and/or course marshals.

Signs are never to be attached to trees in any manner and should be placed so that they do not hinder regular use of the parks or pathways.

Section 7: PRESERVATION OF PARK ENVIRONMENT

Parks that are used for festivals and special events are parks first and are to be treated as such. Organizers must make every effort to keep the site clean and leave it as it was found before the event. Many of the guidelines and policies are in place to protect the parks and ensure that the public can enjoy them safely. Failure to adhere to these may result in forfeit of damage deposit, additional fines being levied and termination of event in progress or denial of future permit requests.

7.a: Activity restrictions

All activities of an event are to be approved by the Town of Banff before the release of the permit. In addition to approval of actual activities, the locations of all activities and equipment are subject to the approval of the Town. Site maps must identify the placement of all activity areas. Locations may need to be adjusted during event set up if required by park conditions. Specific conditions may be put in place to allow groups to present specific activities. Certain activities require a Restricted Activity Permit from Parks Canada.

7.b: Noise levels

The organizer is responsible for retaining control over sound levels. Although a performer's sound technician may be allowed to control the mix, the absolute volume of the sound produced is to be controlled by the event organizer. The Town of Banff may require that the event organizer and/or sound production contractor reduce sound levels if found to be excessive. If organizers do not comply with a request to reduce sound level, they may be fined and will be required to agree to a penalty clause. Complaints from the community will be taken into consideration when reviewing any requests for booking park sites for future events.

Organizers should not forget that sound checks and sound system line testing are not exempt from these noise regulations. Tune-up times should be established to help prevent noise complaints. No sound checks or amplified music will be allowed before 6:30 a.m. unless approved by the Town Manager. Noise associated with set up and strike must also be within parameters of the below recommendations.

Noise Highlights

- Recommended daytime decibel limits in a residential area for continuous sound is 70 decibels and for non-continuous sound is 95 decibels. The onus is on the generator of the noise to ensure that residential sound limits are not exceeded at the point the sound enters a residential area.
- Recommended decibel limits in a non-residential area is 95 decibels.
- Bylaw officers will determine the point at which sound will be measured.

Temporary Exemptions

- Application must be made in writing to the Town Manager.
- Application must include:
 1. Name, address and phone number of applicant
 2. Address of site where temporary exemption is being sought
 3. Description of the source of the noise or sound level
 4. Reason(s) why the temporary exemption is being sought
 5. Description of the actions proposed by the applicant to comply with the approved proposal
- The Town Manager or designate will require public notification of the application at the applicant's expense.

7.c: Event vehicles

Stationary vehicles during an event

Unless approved in advance by the Town, vehicles will not be allowed to remain stationary on the site while the event is in progress unless located inside a road closure. To obtain approval, event organizers must prove that the vehicle plays an integral part in the event implementation and must submit a site map that identifies the location of each vehicle. Permission will normally be restricted to vehicles such as first aid units, food service units and a limited number of storage units. These units must be in place a minimum of one-half hour before the event is scheduled to start.

Moving vehicles during an event

Vehicle movement during an event is restricted due to public safety concerns. Any requests to have vehicles maintain active access to the site during an event must be approved by the Town prior to permit release. Specific access rules must be put in place.

For large scale events in major parks, organizers should consider providing shuttle services for performers and other service providers during the event. Shuttle services may be in the form of full size motor vehicles or golf carts. Use of either will be dependent upon park site and must be approved by the Town. Generally, organizers will be limited to 2 full size motor vehicles to service the site during an event.

Guidelines for placing vehicles on site

- Advance approval of specific locations is required and must be identified on site map
- Vehicles must remain on paths or roadways and not on turf
- Large vehicles must be in place two (2) hours before the schedules start of the event and may not be removed until one (1) hour after the conclusion of the event. Large vehicles may not be moved during the event
- The Town is not responsible for any damage to vehicles

General Vehicle Access Rules Summary

These guidelines apply to the use of turf vehicles and forklifts in addition to regular vehicles.

- Only service vehicles, vehicles transporting materials or functioning as part of the program are allowed at any time.
- Pedestrians have right of way everywhere.
- Speed limit is 10 km at all times.
- Drivers should make use of hard surfaces within the park and no grass should be driven on unless authorized.
- During set up and take down portions of an event, vehicles are to be used for loading & unloading, only and are not to be parked for the duration of set up or take down.
- Set up vehicles should not be allowed access onto the site within one hour of program start.
- All set up vehicles to be off-site ½ hour before advertised start of program and not allowed on until 1 hour after conclusion of program.
- During the event, moving vehicles on site are limited to sanitation and emergency vehicles and shuttle vehicles under the direct supervision of the organizer.
- Shuttle vehicles must be clearly marked as such.
- Additional directions provided on site by Town of Banff staff are to be adhered to.

7.d: Signs, banners and decorations

Banners, other signage and decorations must be freestanding or attached to man-made structures. Flagpoles bearing provincial or federal flags must not be used as attachment points nor are trees and other vegetation. There are some locations at which staff must put up banners. In these cases, the organizer may be charged for this service.

Rope, wire, cable ties or elastic cording should be used to attach banners and other items to parks amenities. If tape is used to attach items to permanent structures, all efforts must be made to remove all adhesive residues. If staff are required to clean up residue, organizers will be charged for this service.

Requests for hanging banners over roadways must be made to Town of Banff at least six weeks in advance.

7.e: Turf protection

Some activities or items have great potential to damage turf or tree roots and some may be prohibited dependent on the specific park or its condition. Specific conditions may be attached to activities to reduce the possibilities of damage occurring and must be put into place during event site development. Preventative measures may include:

- Marking of irrigation lines by parks staff
- Placing of plywood underneath sources of intense heat (i.e. BBQ's, ovens, deep frying units)
- Placing of plywood underneath cooking areas to avoid spills onto the parking lot surface

7.f: Sensitive areas

At any time, sensitive or damaged areas of the park may be closed to the public. 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.

7.g: Garbage and recycling control

Garbage and recycling and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean-up of all aspects of the event, including the actions of patrons, third party vendors or sponsors. In most venues, garbage and recycling cans are permanently located on site and are provided for the general public. The Town of Banff may be able to provide additional garbage and recycling cans, if requested in advance. Garbage and recycling cans will not be provided by the Town of Banff for use by food or merchandise vendors for their preparation and operation garbage and recycling. All events are expected to divert all waste from the landfill by following the Towards Zero Waste Guidelines.

Event organizers must arrange for the removal of garbage and recycling bags from the site at their own cost. In some cases, the event organizer may be required to supply a dumpster at the event site or pay for dumping costs (tipping fees) at their expense.

The following precautions should be observed when handling garbage and recycling:

- Do not let garbage and recycling containers get too full.
- Wear puncture resistant gloves.
- Do not compress bags.
- Hold garbage and recycling bags by the top and away from the body.
- If needles are found, secure the area and call the Fire Department's Non-Emergency Response number for assistance in disposal (**403.760.5955**)

To minimize excessive waste, garbage, and recycling clean up, organizers should consider:

2. limiting the types of materials brought onto the site to those that can be recycled or reused
3. Introducing recycling efforts on site whenever possible (**TIP:** many organizations are open to collecting cans and bottles from event sites provided there is some financial benefit to doing so).

7.h: Spillage and liquid wastes

The park facilities do not have sewage facilities to support the disposal of liquid waste. No liquid or frozen material including beverages, ice, wastewater, paint, grease, and soap may be dumped on the site or into any bodies of water. Storm water sewers are never to be used to dump liquid waste. All liquid waste is to be disposed of using liquid waste receptacles supplied by the event organizer and removed at the completion of an event for appropriate dumping elsewhere. This requirement is especially significant where there are food and beverage sales on site.

7.i: Hazardous materials

Prior approval is required before hazardous materials such as fuels, paints, and pressurized gases, solvents etc. may be brought into a park or used on site. Safety standards and labelling procedures as outlined in the Workplace Hazardous Materials Information System (WHMIS) apply.

7.j: Equipment removal

The event organizer is responsible for the removal of all event equipment, signage, and program supplies upon completion of the event. This applies to all items supplied by the organizer or by third party rental/service companies. In some situations, the event take down may be required the day following the event. Concerns regarding public safety with the equipment left on site, security of the equipment, and potential damage to the site must be addressed before approval to leave equipment on site after the event is obtained.

Section 8: SPONSORSHIP

In general, revenue sources such as corporate sponsorship are not the concern of the Town of Banff unless they have implications that relate to the site or to the image of the Town. Event organizers will not be stopped from seeking such sponsorship but they may be subject to some restrictions. See [appendix B](#) for full outline of sponsorship guidelines.

8.a: Alcohol sponsors

Alcohol sponsors of an event will only be allowed minimal on-site exposure. With the advent of Bill C-71, events sponsored by tobacco companies are not permitted. The Brand Name logo or slogan of an alcoholic beverage may only appear on a portion of the promotional material and occupy no more than 25 percent of the display surface.

Sampling or couponing of either of these types of products is not permitted.

8.b: Sponsor signage

The location of all signs including sponsorship acknowledgement, sponsor vehicles must be shown on the site plan and included with the application for Temporary Development or Special Events Development Permit. No form of advertising, signage or display material is permitted on site without prior approval of the Town of Banff. The sale of sponsor products unrelated to the event is prohibited.

8.c: Exclusivity Agreements

The Town and its concessions have supply arrangements at The Fenlands Recreation Centre that permit certain products to be sold on site during an event - therefore it is not always possible for an event organizer to offer a sponsor "exclusive supplier" status on site. Organizers are asked to check with The Fenlands or Town of Banff before offering "exclusivity" to a sponsor, especially those involving food services.

Prior approval from the Town is required for the distribution of free food or products to the public (sampling), and the distribution of coupons, flyers or other printed materials. Activities may be restricted if they contravene current Town of Banff vendor contracts or could create excessive litter. Additional garbage and recycling support may be required if these activities are approved for the site. Organizers will be held responsible for cleaning any garbage and recycling created by vendors or sponsors in the promotion or distribution of products.

Alberta Health Services regulations apply to all food services and activities including free sampling of food.

8.d: Co-sponsorship and civic funding

Co-sponsorship with not for profit agencies

The Town of Banff supports the efforts of organizations in providing recreational, cultural, and environmental and community wellness opportunities. It is recognized that these activities provide great benefit to the town as a whole. In an effort to support the efforts of the groups organizing such activities, the Town of Banff may be able to co-sponsor such events. Co-sponsorship is entered into with the understanding that the Town could never be the sole provider of such positive activities, however, these efforts are worth supporting.

Normally the Town of Banff co-sponsorship support for events in the parks is limited to reducing or waiving of park site rental fees. Minimally, such events must meet the following criteria:

- Complement the objectives of the Town of Banff by supporting a recreational, cultural, environmental or community wellness mandate
- Are presented by a registered not for profit society
- Are open to the general public

Due to limited resources, not all events that are eligible for co-sponsorship will necessarily be co-sponsored. Additional factors such as ongoing relationship with the Town of Banff, the specific nature of the event or the specific nature of the organizer will also be considered. A request for co-sponsorship must be made through the organization's department liaison. The decision to cosponsor an event is made jointly by the Town of Banff.

All events, including those who have received co-sponsorship in the past are required to apply for assistance in writing prior to October 15 each year. The application should be accompanied by a clear description of the event that includes how the event contains a recreation, cultural, environmental or community wellness mandate, identification of what support is being requested and why the support is necessary. Events that are co-sponsored will be required to enter into a legal agreement with the Town of Banff. Submission of financial documentation at the completion of the event to verify the need for the support provided is a condition contained in these agreements.

NOTE: Co-sponsored events will still be required to provide a damage deposit and pay for additional services.

Recognition of Contributions of the Town of Banff

Where fees have been reduced or waived, the Town must be recognized for this contribution. The value of the contribution is calculated using the value of the fees waived and the value of other services that may be negotiated. Recognition must be of the level given to sponsors contributing a similar value. This shall include the right to actively promote Town of Banff programs and activities on site where appropriate, pre-event promotion, on-site banner display, public acknowledgement on stages, etc. The exact value of contribution by the Town of Banff is to be discussed with your assigned representative.

Appendix A:

LOW WASTE EVENT GUIDELINES



P.O. Box 1260, Banff, Alberta T1L 1A1

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.

Shannon Ripley | Environmental Services Coordinator

Planning & Development
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Banff Town Hall, 110 Bear Street
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Appendix B:



Sponsorship Activation Guidelines:

Special Events

These guidelines provide event producers with the information of permissible sponsorship engagement within their special event for the Town of Banff on public property. These are guidelines and an event producer may approach the Town of Banff with special considerations if they are not listed below.

1.0 Alcohol

Alcohol sponsors of an event may be allowed minimal on-site exposure. Sampling or couponing of this type of product is permitted with an Alberta Liquor and Gaming license, provided the license is obtained and delivered to the Town of Banff 30 days prior to the event. The sponsor area must be fenced, and any samples must be consumed within the controlled area clearly marked "No alcohol beyond this area".

2.0 Banner and Event Signage

All sponsor recognition banners and signs, (including media, corporate and public sponsors), are subject to prior approval regarding content, location, number, size and means of attachment.

The primary concerns of the Town of Banff are adherence to the Land Use Bylaw (section 11), preservation of the non-commercial nature of public parks, vegetation protection and overall site appearance. The following types of special event signs are permitted:

- a- frame board/sandwich board signs, banner signs, fence/scrim signs, vehicle signs and wall signs at event site.
- Feather banners are permitted in certain areas such as at an entrance to an event or tent.
- As per the Land Use Bylaw, special event signs must be no greater than 1.5m² in size, except for vehicle signs. No signs can exceed 3.0 m in height.
- Event banners and fence/scrim must be clean, in good repair and hung in an attractive way using tarp straps or other tensioning to keep them stretched tightly.
- Signs must not be attached to or placed against trees or other vegetation, or municipal infrastructure (such as streetlight posts), or used outside of the permitted event site.
- Dependent upon location of placement, Town staff may be required to install signage at the expense of the event.
- Inflated start/finish arches may be used. They must be clean, in good repair and of a non-fluorescent colour. Colours consistent with the natural environment of the national park are preferred.
- In the case of backdrops for red carpet events, any one logo must not take up more than 25 per cent of the backdrop.

Not permitted:

- Sandwich boards outside of the event site
- Fluorescent banners or signs
- Flashing, intermittent, animated and scintillating lights
- Back-lighting
- Inflatable sign systems
- Audible sign systems
- Mobile signs or signed/ branded vehicles parked in public parking places (such as streets or public parking lots) in such a manner as to obstruct view of existing storefront signage or deter access to same.

Existing Site Signage

Existing signage is to remain in place and unobstructed during an event. Where a facility has an official name, the name of the facility is to be used in event promotion.

3.0 On-Site Promotions and Distribution *(includes sampling, draws, couponing and distributing written materials)*

Prior written approval from Town of Banff is required for the distribution of free food or products to the public (sampling), and the distribution of coupons, flyers or other printed materials. Alberta Health services regulations apply to all food services and activities including free sampling of food products.

Distribution or sampling of other products is permitted so long as it does not unfairly compete with Town of Banff merchants, create excessive litter, or impede the movement of pedestrians. Product/packaging that is recycled or recyclable, and that reflects the Town of Banff's goal of being a model community in environmental waste management is preferred. Additional garbage/recycling clean up may be required if these activities are approved for the site at the expense of the event. Organizers will be held responsible for cleaning any garbage created by vendors or sponsors in the promotion or distribution of products.

4.0 Tents and Kiosks

Branded sponsor tents and kiosks may be erected in permitted areas with the prior written approval from the Town of Banff. The tents must not be more than one storey in size and must not block pedestrian passage to any storefront property. Tents and kiosks erected in parks must use secure weights. Staking is not permitted because of in-ground irrigation piping.

5.0 Other Activations

Inflatable promotional items (such as beer cans, bottles, coffee cups, etc.) are not permitted, as they detract from and are not reflective of the national park experience. Exceptions are inflated start/finish arches for races and parade floats.

6.0 Restricted Sponsors

Activation by tobacco sponsors will not be considered.

7.0 Environmental Concerns

As stated in the Town of Banff Community Plan, it is a privilege to live and do business in Banff National Park, a UNESCO World Heritage site. The community values the natural environment of the national park and is working toward the goal of being an environmental role model. Special events and sponsorship activation that reflects this value are strongly preferred. Activations should

minimize energy and water consumption and minimize greenhouse gas emissions and must practise waste diversion. A clean site, using wildlife proof containers, is mandatory.

8.0 Recognition of Contributions by the Town of Banff

Where fees have been reduced or in kind sponsored, the Town of Banff must be recognized for this contribution. The value of the contribution is calculated using the value of the fees waived and the value of other services that may be negotiated. Recognition must be of the level given to sponsors contributing a similar value. This shall include the right to actively promote Town of Banff programs and activities on site where appropriate, pre-event promotion, on-site banner display, public acknowledgement on stages, etc. The exact value of contribution by the Town of Banff is to be discussed with your assigned representative.

9.0 Scope

These guidelines apply to producers and sponsors of events.

10.0 Responsibilities

Event producers are responsible to ensure sponsors are aware of these guidelines and adhere to them. Failure to do so may result in the immediate revocation of the special event permit.

The event producer will be invoiced for the repair or replacement costs of any damage to Town of Banff property including facilities, streets, parks and vehicles, as a result of sponsorship activation.

Neither party shall be liable in damages or have the right to terminate any event permit for any delay or default in performing, if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, government restrictions, acts of war, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

Appendix C:



SPECIAL EVENTS

FIRE DEPARTMENT INFORMATION:

Special event planners *must* contact Banff Fire Department- Fire Prevention officer if any of the following applies to their event:

- Tents used for food services or for occupancy by the general public (even if no building permit is required)
- Use of propane
- Fireworks
- Bonfires or fire barrels
- fencing

Approval of any of the above activities requires that appropriate fire extinguishers are on site and readily available. Propane tanks and pressurized cylinders must be secured so that there is no danger of tipping.

Tents, air supported structures, stages and other festival-type structures (towers to house speakers and lighting; seating; dance and viewing platforms; roofs, towers, and masts; marquees; and decorative items, such as archways, signs, and sideshows) are considered to be buildings as defined by the Alberta Building Code 2006 and, as such, are subject to inspection, safety regulations and permit requirements.

Inspections are required for tents that cover more than 60 square meters (individually or collectively) and for smaller tents (tents less than 60 square meters) that are within 3 meters of another structure or contain commercial cooking equipment.

All tents must conform to the Alberta Building Code and the Alberta Fire Code. They must be of sufficient distance from one another to provide an area to be used as an emergency exit. Tents will cover not more than 75 per cent of the premises unless otherwise approved by the Banff Fire Department.

- Every tent and all tarpaulins and decorative materials used in connection with the structure shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films.
- Areas not less than three meters outside the structure must be cleared of all flammable material or vegetation.
- Combustible materials, such as hay, straw and shavings, will not be permitted within a tent unless approved by the Banff Fire Department
- Portable extinguishers must be provided for the protection of occupants and the building structure. Number and type of extinguishers to conform to NFPA 10. A minimum of one (1) 2-A ABC extinguisher per 278 square meters with no more than 23 meters of travel distance between extinguishers. Extinguishers should be placed along paths of travel and near exits in visible locations.
- Portable electrical systems and equipment in a tent or air-supported structure, including electrical fuses and switches, must be inaccessible to the public.
- Smoking and open-flame devices will not be permitted in a tent unless approved by the Banff Fire Department and must display signage to indicate designated smoking areas.

- A fire hydrant must be located within 90 meters of the principal entrance to the event area.
- No cooking that produces grease/oily vapors will be allowed inside tents without approval of the Banff Fire Department.

Fire alarm systems

All event locations should have an emergency plan for notification and evacuation not withstanding their size.

A fire alarm with audible and visual components as well as an emergency communication system plan is required if the tent occupant load is more than 1,000 people, as determined by the onsite fire inspector. Staff must be trained in Fire Safety Plan procedures and test the system to the satisfaction of the fire inspector.

The fire alarm and emergency communication system plan must include provisions for:

- the activation of the emergency power system for lights and exit signs
- stopping all audible and visual activities so voice communications can be activated and heard to instruct the public
- a designated person(s) to call emergency services
- A “Fire Watch” person/s must be designated to watch for fires in tents with occupancy loads of more than 1,000 people. This person must be familiar with all fire safety features, including the Fire Safety Plan and the condition of exits. They must patrol the area regularly to ensure that the means of egress (route leading to the exit, the exit, and leading out from the exit) are kept clear
- Fire and emergency access to the tent structure will be kept clear and unobstructed at all times. Egress are to be clearly identified, kept clear of obstructions at all times and staff rehearsed on procedures, their roles and responsibilities if an emergency situation should occur

To request a fire inspection for a tent or tent structure, call The Banff Fire Department at 403 762 1256 (You must give at least 48 hrs. notice.)

Tent tables and seating

- Spacing between rows of tables must not be less than 1.400 meters wide where seating is arranged back to back.
- Aisles must not be less than 1.1 meters wide.
- A dead end-aisle must not exceed six meters in width.
- Aisles will be located so there are not more than seven seats between every seat and the nearest aisle. Exit aisles and corridors are to be kept clear and unobstructed at all times.
- There should be 0.4 meters of space between rows of seats, and not more than seven seats between every aisle. When the occupant load is greater than 200 people, seats in a row must be fastened together in units of no fewer than eight seats.
- The distance to exit doors by means of any aisles must not exceed 30 meters if the assembly area does not have a sprinkler system. If a sprinkler system is present, this distance must not exceed 45 meters.

Not with standing manufactures recommendations, the Banff Fire Department determines the measurements for capacity (operational occupant load).

The Town of Banff will require event organizers to take action immediately to correct safety hazards associated with an event. The Town of Banff and the Banff Fire Department may, on its own initiative, take action to correct eliminate an immediate hazard.

Licensed Events

According to Alberta Gaming and Liquor Commission regulations and Policies the applicant is required to obtain the approval of the following authorities prior to the event being licensed:

- a) The RCMP Banff office: (403) 762 6600**
- b) The Banff Fire Department: (403) 762 1256**
- c) The Town of Banff: (403) 762 1200**
- d) The local health authority if food is being served:**

<http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-special-events-organizer-package.pdf>

Furthermore, the Alberta Gaming and Liquor Commission (AGLC) requires that:

- Liquor licenses are posted in a prominent location at the event.
- Admission is given to AGLC inspectors and police to premises covered by the special event liquor license.
- Operators take responsibility for the conduct of all guests.
- It is ensured that are not over served.
- Responsible supervision is provided to the event. One supervisor for every 50 people plus one supervisor for each entrance and exit is recommended.
- It is ensured that minors are not served liquor or permitted to consume or handle liquor. Minors can be permitted to attend the event or employed as kitchen or food service staff.
- Spirits are served only by the individual drink. A person may not be given or sold a bottle of spirits.
- Drink prices are set and posted for individual drinks only. Multiple drink specials are not permitted (e.g. two drinks for the price of one, three for one etc.).
- Homemade wine, beer or cider is not served or consumed and is not allowed on the licensed premises.
- Donated alcohol cannot be resold.

Food Service

Temporary food vendors must have a temporary food service permit obtained from Alberta Health Services. Available at:

<http://www.albertahealthservices.ca/EnvironmentalHealth/wf-eh-special-events-organizer-package.pdf>