

Tournament and Special Event Booking Requests

Days of the Week	Arena Requested Alex Kaleta (stadium seating) Or Thelma Crowe	Times (Start and Finish)

For additional dates required, please attach a letter or schedule.

We certify that we have read over the "Rental Permit Terms and Conditions" appearing on the reverse side of this application, and agree to conform thereto, and to be strictly bound thereby.

FOIP Notification: The personal information being collected herein is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, R.S.A. 2000 Chapter F-25; Section 33(c). If you have any questions regarding the collection and use of this information please contact the Town of Canmore Records Officer, 902 – 7th Avenue, Canmore, AB T1W 3K1, 403.609.1509.

Signature of Main Contact:

Date of Application:

Office Use Only		
Application Received On:	Received by: Town of Canmore Employee	Via (please circle): email / in-person / fax / mail



RENTAL PERMIT TERMS AND CONDITIONS (General)

The Conditions listed below apply to the use of the Facility for which the Rental Permit ('the Permit') is granted.

These Terms and Conditions are in addition to the Town of Canmore ('the Town') Bylaws and "Facility Specific" Rental Permit Terms and Conditions that govern appropriate activities and behaviour in Town parks, athletic grounds, recreational areas and facilities. All persons renting and/or using Town Facilities must abide by these Bylaws and "Facility Specific" Rental Permit Terms and Conditions. It is the sole responsibility of all persons using Town Facilities to familiarize themselves with these Bylaws. If requested by any person, copies of these Bylaws will be made available by the Town. In addition to these Bylaws and "Facility Specific" Rental Permit Terms and Conditions, the following "General" Terms and Conditions will apply. In these conditions, the Permit Holder is referred to, jointly and severally, as 'the Renter'.

1. **Payment, Cancellations and Amendments:**

Payment must be received on, or prior to, the due date indicated on the Permit. A late Payment Fee of \$25.00 will be charged to the Renter for any payments received after the payment due date.

Cancellation of all Town facilities (excluding the Arenas): a minimum of 7 days in advance of the rental date. Any cancellations of or changes to the Permit must be received and approved by the Town of Canmore Facility Booking Coordinator and must be so received.

An administrative fee of \$10.00 will be charged to the Renter for any cancellations or amendments made by the Renter once the Permit has been issued.

Failure to observe these deadlines will result in the Renter being charged the full cost of the rental plus any additional fees. In the case of non-payment, the rental will be cancelled.

2. **Credits or Refunds:** The Town has the right to cancel the Permit in advance of the rental date, without recourse from or liability to the Renter and those claiming under or by virtue of the Renter, should the Town, in its sole discretion, determine that circumstances so require. If the Town cancels the Permit for this reason, a refund of the Permit fee will be provided to the Renter, if an alternate date(s) cannot be mutually arranged. If the cancellation is due to inclement weather, the Town may, in its sole discretion, provide a refund of the Permit Fee, or an alternative date or dates if advisable.

3. **Renter's Liability:**

The Renter hereby agrees that, in consideration of the Town granting the Permit, that the Renter will:

- a) Be solely responsible for the conduct and the actions of all of those persons who are in the Town Facility and are, or may be reasonably described as, as guests, invitees, licensees or contractors of the Renter during the time of rental; and
- b) Pay for the total cost of any damage caused to the Facility by the conduct or actions of all of those persons who are in the Town Facility and are, or may be reasonably described as, guests, invitees, licensees or contractors of the Renter during the time of rental; and
- c) Take all steps necessary to ensure that no persons, other than those described in (a) and (b) above, attend or remain in or utilize the Town Facility during the time of rental; and
- d) Fully and totally indemnify and save harmless the Town, its servants agents and employees, from and against all actions, causes of action, suits demands, payments, judgments, administrative actions, penalties or costs, including but not limited to solicitor client fees and charges incurred by the Town.

The Town may, without notice or recourse from the Renter and those claiming under or by virtue of the Renter, cancel the Permit if, in the sole opinion of the Town, the conduct of those using the Town Facility is not satisfactory.

4. **Insurance:** If required by the Town, the Renter must, prior to the rental date, provide the Town with proper proof that the Renter has obtained insurance for the rental date against public liability, on terms and in an amount acceptable to the Town (minimum \$2 million, no participants exclusion). Such insurance must include the Town as co-insured.
5. **Ticket Sales, Liquor Events, Gambling, Smoking:** The Town is not responsible for any ticket sales for any rental date. No gambling or gaming will be permitted in a Town Facility at any time. Liquor may be consumed on Town of Canmore property only when the Renter has obtained a Liquor Permits to do so and must be consumed and served strictly in accordance the permit and only in the area designated on the permit. Smoking is not permitted in any Town of Canmore Facility.
6. **Assignment:** The Renter may not assign the Permit.

7. **Discrepancy of Information:** In the event of a discrepancy between information on the Permit and the Town's schedule (i.e. CLASS), the Town's schedule will prevail.
8. **Damage / Key Deposit:** This deposit will be used by the Town to defray any damage or expenses incurred by the Town as a result of the use of the Town Facilities under the Permit. This sum does not equate to the maximum liability of the Renter to the Town in the event of such damage or expense, and providing the Town has no claims arising against the Renter as a result of the use of the Town Facilities under the Permit, this sum will be returned in full to the Renter by the Town upon inspection of the Facility.
9. **Personal Information** The personal information being collected herein is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, R.S.A. 2000 Chapter F-25; Section 33(c). If you have any questions regarding the collection and use of this information please contact the Town of Canmore Records Officer 403.678.1509.



RENTAL PERMIT TERMS AND CONDITIONS (Arena Facilities)

In addition to the RENTAL PERMIT TERMS AND CONDITIONS (General) listed above and any applicable Town of Canmore Bylaws, the following RENTAL PERMIT TERMS AND CONDITIONS (Arena Facilities) apply to the use of the specific Facility for which the Rental Permit ('the Permit') is granted:

1. **Rental Costs Prime Time and Non-Prime Time:**

September 1–May 31	6am - 4pm	Monday to Friday	Non-Prime Time
	4pm - midnight	Monday to Friday	Prime Time
	6am - midnight	Saturday and Sunday	Prime Time
June 1 – August 31	6am - midnight	Monday to Sunday	Prime Time

2. **Cancellation of Arena Facilities:** a minimum of 14 days in advance of the rental date for regular bookings and a minimum of 30 days in advance for Sport Tournaments, Hockey and Figure Skating Camps and Events.

Cancellation of Allocated Fall/Winter Seasonal Ice: Allocated Ice not returned to the Town of Canmore by September 30th of each season will remain the sole responsibility of the user for bookings between October 1st and April 30th. No cancellations permitted. User groups are not allowed to sublet the ice, please contact the Facility Booking Coordinator for further assistance. For Canmore Minor Hockey Association, this cancellation pertains to any weekday allocated ice.

Failure to observe these deadlines will result in the Renter being charged the full cost of the rental plus any additional fees. In the case of non-payment, the rental will be cancelled.

Payments: are due at the time of permitting for regular bookings; 14 days prior to first fall and winter rentals for seasonal adult groups; end of each rental month for seasonal youth groups; 20% non-refundable deposit two weeks after booking with final balance due 14 days prior to first rental date for sport camps; and 20% non-refundable deposit due two weeks after booking with final balance due 30 days prior to first rental date for tournaments, competitions, test days, tradeshow, concerts, and any other special event.

3. **Behaviour: Use of the Arena is authorized for the time and date specified on the permit only.** The Renter and those represented by the Renter are required to leave the ice surface on time and abide by all Rules and Regulations posted in the Arena and Arena Foyer. Rental groups are responsible for the conduct of all participants, guests and fans. Verbal abuse of staff or other patrons will not be tolerated. Any individual throwing refuse onto the ice surface will be immediately evicted from the facility.
4. **Alcohol/controlled substances:** Consumption of alcohol or controlled substance is expressly prohibited in dressing rooms and arenas. Infractions will result in immediate eviction from the facility and can result in prohibition from future rentals.
5. **Dressing Rooms must be vacated within ½ hour of the completion of rental period and left in a neat, orderly manner.** All waste is to be disposed of in the appropriate recycling or waste containers provided.
6. **Injuries/Hazards** must be reported immediately to Town of Canmore Facilities or Front Desk staff. A copy of all injury reports completed in relation to incidents or hazard identification must be forwarded to the Manager, Recreation and Facility Services.

7. **First Aid Kits:** All rental groups must supply their own first aid kits.
8. **Audio System:** Only those individuals recognized and authorized by the facility staff will be permitted to operate the sound system and/or score clock.
9. **Insurance:** Any individuals or groups renting Town of Canmore Facilities may be asked to provide proof of liability insurance acceptable to the Town (minimum \$2 million, no participants exclusion). Such insurance shall name the Town of Canmore as an additional named insured.
10. **Flood Schedule:** as per Facility requirements. When a block of ice time is booked that is longer than one hour, a flood may be required to be scheduled within the booking to which the renter pays for the time. Floods before and after the booking are not charged.

Failure to abide by the RENTAL TERMS AND CONDITIONS (General), RENTAL TERMS AND CONDITIONS (Arena), Conditions of Use as outlined on the Permit and any applicable Bylaws can result in the cancellation of the rental and/or the forfeit of the Damage Deposit.

Facility Booking Coordinator - Phone (403) 678-7135, Fax (403) 678-0753,
Email: facility_bookings@canmore.ca

Timing Guidelines

Sept 30 th	Application for the Use of Town-Owned Arenas
Oct 31 st	Allocation Distributed
Nov 30 th	Rental Permits Issued (20% ice deposit due two weeks after rental permit Issued)
