

# Booking Request Form: Facility

**Please Note: All bookings are tentative until management has approved the request.**

## Hours of Operation

Day Lodge, Administration Desk and associated meeting rooms are open from 09:00 to 17:00 daily\*, unless otherwise agreed upon.

## Contact Information

Organization/Group: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Invoice Address: \_\_\_\_\_

## Catering Information

Will you require catering?  Yes  No

*\*Catered bookings may book outside regular business hours; pending availability*

## Facility Booking Information

Door Sign Text: \_\_\_\_\_

Est. # of Participants: \_\_\_\_\_

Room: \_\_\_\_\_

Room Function: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Daily Arrival Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Daily Departure Time: \_\_\_\_\_

(Meeting room booking hours are within the hours of 9:00am to 5:00pm)

Not-For-Profit #: \_\_\_\_\_

## Equipment Requirements

*Projector, Screen, Adaptors, etc...*

## Room Set Up

*Please specify any room set up requirements.*



Suite 100, 1988 Olympic Way, Canmore, AB T1W 2T6  
Phone: (403) 678-2400 Fax: (403) 678-5696  
Email: [Canmore.NordicCentre@gov.ab.ca](mailto:Canmore.NordicCentre@gov.ab.ca)  
Website: [www.CanmoreNordicCentre.ca](http://www.CanmoreNordicCentre.ca)



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## General Conditions

The Canmore Nordic Centre Provincial Park Administration Office is not available for such secretarial services as: phone calls, message taking, photocopying, faxing, computer use, or personal storage or delivery. There is no public access to the administration area of the Day Lodge.

There will be absolutely no smoking permitted in any building at the Canmore Nordic Centre Provincial Park or within five (5) meters of any building entrance.

The Café/Lounge area in the Day Lodge will not be used for private meetings or gatherings of large private groups during hours of operation. If large groups require a meeting place for lunch (etc.) a private room must be reserved.

Any food catering must be provided by Cornerstone Catering unless otherwise approved.

## Deposits and Rental Fees

Please make cheques payable to the Government of Alberta. Payments by cash, debit or credit may be made at the Administration Desk of the Canmore Nordic Centre Provincial Park, located in the Day Lodge. A secured online link can be sent via email to pay by MasterCard or Visa. Cheques may be sent by mail; please do not send cash.

Rental fees do not include additional time required for set-up or clean-up post booking. If extra time is required, it must be booked separately. Additional charges may apply at the discretion of the Canmore Nordic Centre Provincial Park if damages, extraordinary cleaning, or special attention is required.

## Cancellation Policy

Priority in reservations is given first to international, national and provincial events in recognized Olympic sports for reservations made a minimum of 6 months in advance.

Cancellations made 30 days in advance will be refunded their complete booking deposit, if a deposit is given. Cancellations made less than 30 days in advance will forfeit the booking deposit. Cancellations made by the Canmore Nordic Centre Provincial Park, unless for reasons of not meeting the conditions of this agreement will be refunded the complete booking deposit.

The Canmore Nordic Centre Provincial Park reserves the right to cancel or suspend any booking if, for any reason, the conditions outlined in the application and approval are not adhered to.

## Minister Not Responsible

The Minister shall not be liable or responsible for any bodily or personal injury of property damage of any nature whatsoever that may be suffered or sustained by the applicant, its employees, members, agents, and its invitees in the performance of this agreement, except to the extent that the injury or damage is due to the negligence of the Minister, its employees or agents.

## Acceptance

I hereby agree to carry out this agreement in accordance with the terms and conditions outlined above and in the Canmore Nordic Centre Provincial Park Facilities Guide. I further agree to comply with all applicable Federal and Provincial Acts and Regulations and to comply with any instructions given by the Minister or his representative.

I acknowledge that failure to meet the conditions of this Agreement may result in cancellation of this Agreement and immediate suspension of all activity.

I agree to repair, replace or reclaim, to the satisfaction of the Minister or his representative, any and all damages that might result from the performance of this Agreement within a reasonable period of time, as determined by the Minister or his representative, after completion of the activity/event.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



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