

---

## BOOKING AN EMPLOYEE CANOE PASS

1. Book your staff pass online at: <https://blcemployees.com/pass/>.
2. Pick up the Employee Canoe Pass up at the Banff Ptarmigan Inn (337 Banff Avenue)
  - Your staff ID will be held until you return the Canoe Pass.
  - Remember that guests ALWAYS come first.
  - Employees pushing to the front of a queue or being inconsiderate to the Front Desk, will have their pass privileges revoked.
3. Go to the Banff Canoe Club with the Canoe Pass.
  - You must leave one form of Government issued ID at the Banff Canoe Club. Your ID will be returned to you when you are finished and bring back the canoe.
  - All users must sign a waiver prior to renting.
4. Return the Employee Canoe Pass on the same day of use and on time.
  - Return the Canoe pass to the Banff Ptarmigan Inn (337 Banff Avenue) within 3 hours of receiving it.

**Any misconduct while using an Employee Canoe Pass will result in your Canoe Program privileges being suspended.**

### Pass Validity

- Passes are valid for a 2-hour canoe rental on a 2-person canoe.
- There is an additional charge for a 3<sup>rd</sup> person, which can be added on at the canoe docks depending on availability.
- The Canoe Pass holder must be one of the passengers in the canoe.
- No re-use of the pass on the same day with the same passengers (i.e. the pass cannot be used for back-to-back rentals).
- If the pass is used for longer than the allotted 2 hours, \$30.00/hour for additional hours will be charged.
- Paying customers receive priority at peak times.
- Blackout days: Statutory Holiday Weekends.
- Passes are not valid for kayak, stand-up paddleboard (SUP), or offsite canoe rentals.

Misconduct may result in having pass privileges revoked for the remainder of the season. Please be respectful and use common sense at all times. Pass privileges will be suspended if any of the following occur:

- Employees pushing to the front of a queue or being inconsiderate to the Front Desk
- Failure to return the pass in the allocated time. A pass not returned within 3 hours is considered lost. The user will be charged \$50 for pass replacement.
- Misconduct (alcohol, drugs, behaviour) or conduct that brings the reputation of Banff Lodging Company into disrepute.
- 

**BY SUBMITTING YOUR STAFF ID CARD AND TAKING A CANOE PASS, YOU ARE AGREEING TO ALL TERMS AND CONDITIONS.**