

<b>Policy Name:</b>	<b>ANIMAL POLICY</b>	<b>New Policy</b> <input type="checkbox"/>
		<b>Amended Policy</b> <input type="checkbox"/>
<b>Approved By:</b>		<b>Date Approved:</b>

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**This policy applies to the CTCC. The Director of Facilities is responsible for the interpretation and updating of this policy, and shall oversee policy compliance.**

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### 1. REFERENCES

This policy is made in accordance with applicable law and regulations, including, but not limited to:

- (a) *Animal Protection Act.*
- (b) *Public Health Act.*
- (c) Calgary TELUS Convention Centre Building Regulations.

### 2. DEFINITIONS

In this Animal Policy the following shall have the meanings set out below

- (a) "Animal" means one or more live mammals, reptiles, amphibians, fish, birds or invertebrates, other than a human, but does not include a Service Animal.
- (b) "Cage" means a secured box or enclosed structure to confine and restrict the movement of an Animal.
- (c) "Caretaker" refers to any individual owning, handling, or having the use or control of an Animal.
- (d) "CTCC" means the Calgary TELUS Convention Centre, operated by The Calgary Convention Centre Authority, located at 120 9<sup>th</sup> Avenue S.E., Calgary, including the north and south buildings and any connections between them.
- (e) "Leash" means a form of control or restraint for an Animal or Service Animal.
- (f) "Service Animal" means an Animal that is specifically trained or is being trained for the purpose of providing assistance to persons with disabilities.

### 3. POLICY

- (a) No Animal is permitted in CTCC, except with the written permission of a CTCC representative as provided for on the Animal Authorization Request.
- (b) Service Animals are permitted in the CTCC at all times and no Animal Authorization Request needs to be made.
- (c) A Caretaker may request permission to bring an Animal in the CTCC by submitting an Animal Authorization Request.
- (d) Upon approval of the Animal Authorization Request by an authorised CTCC representative, the Caretaker shall be subject to the rules contained in the Animal Authorization Request and must maintain care and control of the Animal at all times.
- (e) All Animals must be kept on a Leash or in a secured Cage at all times while in the CTCC.
- (f) All Service Animals must be kept on a Leash at all times while in the CTCC.

**ANIMAL AUTHORIZATION REQUEST**

In accordance with the Calgary TELUS Convention Centre Animal Policy:

As Caretaker, I \_\_\_\_\_ [insert name] seek permission to bring \_\_\_\_\_ [Animal] into the CTCC in accordance with the Animal Policy and this Animal Authorization Request. As Caretaker, I will indemnify and hold harmless The Calgary Convention Centre Authority for any and all damages or losses incurred, related to or arising from the Animal being in the CTCC.

I agree to comply with the following:

1. While the Animal is in the CTCC, to have in place comprehensive general liability insurance with coverage of at least of \$5,000,000 and containing a cross liability clause with The Calgary Convention Centre Authority named as additional insured, evidence of which must be provided prior to approval.
2. The Animal will be removed from the CTCC property daily.
3. The Animal will be under the supervision and control of the Caretaker at all times while in the CTCC.
4. The Animal will be treated in accordance with all applicable laws and the recommended practices of the Calgary Humane Society.
5. The Caretaker assumes full responsibility for all costs related to cleaning or other damages resulting from the Animal.
6. The Caretaker will provide necessary handwashing facilities as required by the CTCC and Alberta Health Services.

Please return completed form, signed by Show Manager, to the CTCC representative.

Company:		Booth:	
Contact Name:			
Address:			
Tel:	Fax:	Email:	
_____ Caretaker	_____ Date		
_____ Show Manager	_____ Date		
_____ CTCC Representative	_____ Date		