



Additional Considerations

Music

- » A SOCAN Resound tariff license fee is required. This is a fee to play copyright protected music in a public facility. Fees are required at time of booking.

Additional information

- » Wesburn does not rent any toys or equipment for parties. All items must be brought to the center.
- » Socials and parties are available on Saturdays at various times.
- » Outside activities in the park are not included in the rental of Wesburn and may require a booking through Parks Allotments.
- » Our booking clerk can provide you with further details on availability.

We hope this information will assist you in planning your event, to ensure safe and enjoyable experience for you!

Notes:

To view pictures of the Wesburn Main Hall or Committee Room go to: burnaby.ca and search *Wesburn* to see a 360 degree view and the surrounding area.

If you have any further questions please contact:

Monica Douglas
Wesburn Allotments
604-297-4578
monica.douglas@burnaby.ca



Hall Rental Information




The following is information regarding the rental of our center for birthday parties, family socials, meetings, presentations and special events.

Wesburn Community Centre

4781 Parkwood Ave
Burnaby, V5G 3C6
604-297-4578



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Call 604-297-4578 for more information!



Looking for Space to Hold Your Family Social or Special Event?

We have a 2,300sq. ft hall available

- » Our main hall is suitable for up to 100 people. Tables and chairs, and use of the kitchen included in rental.

How much does the rental cost?

- » There is an hourly rate (2 hour minimum booking), and a refundable security deposit.
- » You are required to purchase liability insurance.
- » Additional licenses are required for playing music and serving alcohol.

Cancellation Policy

- » For a full refund please provide notice at least 60 days before the rental.
- » If less than 60 days notice is received, you will receive a 75% refund.



Can I Serve Food & Alcohol?

Alcohol

- » To serve alcohol at your event, please purchase a **Special Occasion License** (Liquor License) from your nearest BC Liquor Store.
- » Please present the Liquor License to the Booking Clerk two weeks before your event.
- » Post the original Liquor License in the Main Hall Kitchen on the day of the event.

Food

- » Food may be served potluck style or you may hire a licensed caterer
- » Cooking is not permitted on site; the oven is available for warming foods only. A fridge with limited space available to store food and drink.
- » Please bring your own decorating supplies, table clothes, dishes and cutlery.
- » Please remove all food and supplies the same night as your event.
- » Overnight storage is not permitted.



Setup & Clean Up

Who will set up the tables and chairs?

- » A blank floor plan is provided with your rental contract. Fill in the number of tables and chairs required and submit to the Allotment Clerk two weeks before your event. The custodian will complete the set up and arrangement of the tables and chairs.

Tables & Chairs

- » Standard rectangular tables: 35 (L72" x W30" x H30")
- Standard sized chairs: 100

Event clean up

- » The table surfaces are to be wiped clean. Paper towels are provided in the kitchen.
- » Please place all garbage in garbage bins provided.
- » Our custodian will clean the floors and put away the tables and chairs.

Fire Exits & Safety

- » City of Burnaby bylaws state smoking is not permitted on the premises.
- » Emergency exits must remain easily accessible at all times.
- » Do not block the exits with tables, chairs, equipment or extension cords.