


BURNABY MOUNTAIN PARK - BOOKING REQUEST FORM

BOOKING CONTACT: City of Burnaby – Food Services Department

 Park location: 100 Centennial Way, Burnaby BC V5A 2X9  food@burnaby.ca  604.297.4888

1st CHOICE:

BOOKING DATE MONTH _____ DAY _____, 2022 / 2023

2nd CHOICE:

BOOKING DATE MONTH _____ DAY _____, 2022 / 2023

BOOKING FOR ROSE GARDEN PLAYGROUND OF THE GODS (Totem Park)
CAPACITY: Up to 100 guests (standing only) Up to 200 guests (standing only)

APPLICANT INFORMATION:

Company/Group Name: (if applicable):

Name (19yrs+): FIRST: LAST:

Street #: Suite/Apt #: Cell #:

Street Name: Province: Home #:

City: Postal Code: Work #: Ext #:

Email Address:

FEES: PAYMENT METHOD ACCEPTED: Visa/ MasterCard/ Amex/ Debit/ Cheque/ Cash

RENTAL FEE The rate for 2 hours is 206.80 +GST

LIABILITY INSURANCE \$30.00 (1-25 people) \$50.00 (26-100 people) \$90.00 (101-200 people)
(No tax is charged on liability insurance)

EVENT INFORMATION:

BOOKING TIME:
It is your responsibility to secure the site on the day of your event, please arrive early

9:00 – 11:00am

12:00 – 2:00pm

Max two (2) hours

NUMBER OF PEOPLE ATTENDING:
Please see capacity for each area above

DAMAGE DEPOSIT: \$300.00
Refundable after the event with no damage

STEPS FOR BOOKING THE PARK:

1. Confirm the date availability with the Food Services Dept. (This is an application form only and not a guaranteed booking)
 2. Fill out all of the areas of the Booking Request Form & email to food@burnaby.ca
 3. After we confirm your date, a contract will be created for you.
 4. You will receive the contract via email. Please proof to ensure the information is correct.
 5. Then please print / sign / scan the contract documents and email to our office at food@burnaby.ca.
 6. After we receive the signed contract we can process the full payment.
- Park bookings are non-refundable.
 - The damage deposit is returned after the event if there is no damage to the park