



BONSOR ONE-TIME RENTAL REQUEST

Please provide the following information in order for your Rental Permit to be issued.
Once completed please email to: rentalsponsor@burnaby.ca

CONTACT INFORMATION			
LEGAL NAME OF ORGANIZATION (if applicable):			
FULL NAME OF PERSON AUTHORIZED TO SIGN THE RENTAL AGREEMENT:			
POSITION HELD BY AUTHORIZED SIGNATORY (if applicable):			
SIGNATORY'S EMAIL ADDRESS:			
PHONE NUMBER:		WORK/CELL:	
MAILING ADDRESS:	Street Address:		
	City:	Province:	Postal Code:

FOR NON-PROFIT GROUPS ONLY

THE CONTRACT MUST BE SIGNED BY A MEMBER OF THE BOARD OF DIRECTORS OR HAVE A DIRECTOR SUBMIT A LETTER STATING SIGNATORY HAS LEGAL AUTHORITY TO DO SO ON BEHALF OF THE SOCIETY.

If you do not have the following information on file with us, please include with this application:

- **CERTIFICATE OF INCORPORATION** as filed with BC Registrar **AND** one of the following:
- **SOCIETY'S ANNUAL REPORT**
- **BC SOCIETY STATEMENT OF DIRECTORS & REGISTERED OFFICE OR CURRENT APPROVED AGM MINUTES**

EVENT INFORMATION	
PURPOSE OF USE (TITLE OF EVENT):	
DATE(S) REQUIRED:	EXPECTED ATTENDANCE:
ROOM REQUESTED:	
EVENT START TIME:	END TIME:
*SET UP START TIME:	*TAKEDOWN END TIME:
*CLIENTS' SET-UP & TAKEDOWN times must form part of the booked hours and are charged the regular rental fee.	

BUSINESS LICENSE
Any private user renting a recreation site for the purpose of conducting business activities is required to have a current Business License.
PLEASE PROVIDE YOUR BUSINESS LICENSE NUMBER:

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INSURANCE REQUIREMENTS

The City of Burnaby requires all groups using or renting City facilities to have liability insurance protection.

Aon/IRC Insurance have developed a City of Burnaby specific insurance program for our facilities, which can be accessed through the following link <https://burnaby.instantriskcoverage.com/login>.

The City of Burnaby does not endorse one insurance provider over another and licensees may secure coverage through another provider. For groups sourcing their own coverage, the City of Burnaby insurance requirements will be provided.

A COPY OF THE LIABILITY INSURANCE POLICY MUST BE PROVIDED TO THE CITY AT LEAST TWO WEEKS PRIOR TO EVENT.

FOOD SERVICE / ALCOHOL

WILL YOU BE SERVING FOOD?

WILL YOU BE SERVING ALCOHOL? NO YES ** If yes, a Liquor Special Event Permit is required. See Below for details.*

*** LIQUOR SPECIAL EVENT PERMIT:** Click [here](#) to apply for a permit. The Special Event Permit is processed by the BC Liquor & Cannabis Regulation Branch. Please allow a minimum of two (2) weeks for this process. Alcohol service must end by 12:00am or one hour prior to rental end time. **PERMIT MUST BE RECEIVED IN OUR OFFICE 2 WEEKS PRIOR TO EVENT.**

MUSIC & DANCING

WILL YOU HAVE MUSIC PLAYING?

WILL THE EVENT INCLUDE DANCING? NO YES

EQUIPMENT RENTAL

- Built-in sound system provided in Banquet Hall, Active Studio, MP1, and MP2. No sound system in Arts Room.
- 1 cordless microphone is included with the rental of the Banquet Room (1 extra cordless microphone available).
- 1 cordless microphone is available for the Active Studio and MP2.
- Up to 4 corded microphones are available (Specific room limits apply)
- Portable PA with corded microphone is available for rooms without built-in system
- Digital projector is ONLY available in the Banquet Hall at a rental fee of \$125.00 (not equipped with remote control)
- Coffee & Tea Urns are available at a rental fee of \$10.01 (coffee/tea not included)

EXTRA CORDLESS MICROPHONE

CORDED MICROPHONE QTY

PORTABLE PA SYSTEM

DIGITAL PROJECTOR (AVAILABLE IN BANQUET ROOM ONLY)

COFFEE URN (QTY):

TEA URN (QTY):

GENERAL SET UP REQUIREMENTS **FLOOR PLAN MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT**

Please specify your **GENERAL** seating requirements, such as: round tables, rectangular tables, theatre style, boardroom style, classroom style, etc.