



## Arenas Rental Application

Multipurpose Room or Birthday Party Request

Please submit in PDF format – this form is fillable

Following the Burnaby Allocation Policy, the information provided on this form will be used in determining the distribution of rental time and application of fees & charges.

<mailto:arenaallotments@burnaby.ca>

Requestor Information		
Group Name:		
Affiliate Association:		
Address:	City:	Postal Code:
Authorized Signatory Name:		Role:
Phone#:	Email:	
2 <sup>nd</sup> Contact name:		Role:
Phone#:	Email:	
Booking Information		
Locations:	<a href="#">Bill Copeland Sports Centre</a>	3676 Kensington Avenue
	<a href="#">Kensington Complex</a>	6195 Curtis Street
	<a href="#">Rosemary Brown Recreation Centre</a>	7789 18 <sup>th</sup> Street
Seasonal Ongoing booking	One Time booking	Birthday Party
Use of space: (title of event or activity)		
Frequency of request: (i.e. Daily, Weekly, Monthly)		
Date(s) Required:		Expected Attendance:
Preferred Day(s):	MON TUE WED THU FRI SAT SUN	
Preferred Time(s): Morning until 12 noon Afternoon 12 noon – 5pm Evening past 5pm		
SET UP TIME: patrons' preparation and takedown times are included in booked hours and are charged the regular rental fee.		
Equipment Required (some have associated fees)		
Microphone:	Projector:	
Food & Liquor Service		
Will food be served? Yes No Will liquor be served? Yes No		
Food Services Catering is available – if interested please visit <a href="#">Food Burnaby   FoodBurnaby</a>		
A Special Event Permit (SEP) issued by the BC Liquor Control Branch is required if alcohol is served. Link to application and requirements can be found <a href="#">here</a> .		
A copy of the SEP must be submitted minimum 2 weeks prior to booking.		
Music & Dancing		
The City of Burnaby supports Entandem and ensures a fee is paid to the artists if music is being played. <a href="#">link to website ENTANDEM</a>		
Is organization registered with Entandem?		If yes, please provide proof
No music will be played	Music will be played	Music played with dancing



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#### Room Set Up

Rectangular tables (6 ft long- seats up to 6) & chairs available. Submit floor plan 2 weeks prior.

# of tables

# of chairs

Theater style

Boardroom style

Classroom style

Other

#### Insurance Requirements

The City of Burnaby requires all groups renting facilities to have liability insurance. Licensees must obtain their own policies and name the "City of Burnaby" as additional insured on the policy.

The policy must be for a minimum value of \$5 000 000.00

Must include description of activities, cross-liability clause & waiver of subrogation in favor of the City of Burnaby

Non-Profit: Certificate of Incorporation must match name on insurance. Private: name of insured must match name on permit.

A copy of the policy must be provided prior to confirming the contract.

#### Cancellation / Refund Policy

General: less than 7 days – no refund, 7 – 14 days - 50% refund, 14+ days – full refund

#### Additional Information

- Days to omit on bookings (i.e. travel days or away tournament, etc.)
- Associated multipurpose room rental requirements
- Additional information related to DEI

Email completed form to [arenaallotments@burnaby.ca](mailto:arenaallotments@burnaby.ca)