

BONSOR ONGOING RENTAL REQUEST

To facilitate the issuance of an ongoing rental permit, kindly provide the following information. Permits are issued for the period from September to August. Any rental extending beyond three (3) months will be classified as an ongoing rental.

Please note that this application does not apply to rentals of the Banquet Room during peak hours on Saturdays or Sundays. For such requests, please complete the One-Time Rental Request application form.

Additionally, annual special events will require the submission of a One-Time Rental Request application form.

PLEASE COMPLETE THE FRONT AND BACK OF THIS FORM BY:

ONCE COMPLETED EMAIL TO: rentalsponsor@burnaby.ca

ROOM REQUESTED:

CONTACT INFORMATION

ORGANIZATION:

ADDRESS:

MAIN CONTACTS	
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NAME:

PHONE#:

POSITION (if applicable):

EMAIL:

ADDRESS:

NAME:

PHONE#:

POSITION (if applicable):

EMAIL:

ADDRESS:

ADDITIONAL INFORMATION OR COMMENTS (Equipment Requests)

*** PLEASE COMPLETE THE NEXT PAGE OF THIS FORM**

BONSOR ONGOING RENTAL REQUEST

SEPTEMBER - AUGUST

Please specify **START / END DATES AND TIMES** required

DAY OF WEEK	START DATE	END DATE	START & END TIMES
☐ MONDAY			
☐ TUESDAY			
☐ WEDNESDAY			
☐ THURSDAY			
☐ FRIDAY			
☐ SATURDAY			
☐ SUNDAY			

Please select the Stat Holidays which are to be **EXCLUDED** from your rental:

☐ LABOUR DAY	☐ FAMILY DAY
☐ TRUTH & RECONCILIATION DAY	☐ GOOD FRIDAY
☐ THANKSGIVING DAY	☐ EASTER SUNDAY
☐ REMEMBRANCE DAY	☐ EASTER MONDAY
☐ CHRISTMAS DAY	☐ VICTORIA DAY
☐ BOXING DAY	☐ CANADA DAY
☐ NEW YEAR'S DAY	☐ BC DAY

ADDITIONAL DAYS TO BE EXCLUDED: