

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						
Name:						
Affiliate Association:						
Address:			City:		Postal Code:	
Authorized Signatory Name:					Role:	
Phone#:			Email:			
2 nd Contact name:					Role:	
Phone#:			Email:			
Booking Information						
Bill Copeland Sports Centre			3676 Kensington Ave			
Kensington Complex Arena			6195 Curtis Street			
Rosemary Brown Recreation Centre			7789 18 th Street			
Seasonal Ongoing booking				One Time booking		
Use of space: (title of event or activity)						
Frequency of request: (i.e. Daily, Weekly, Monthly)						
Date(s) Required:				Expected Attendance:		
MON	TUE	WED	THU	FRI	SAT	SUN
Morning until 12 noon			Afternoon 12 noon – 5pm		Evening past 5pm	
Want to attend a public skate drop-in activity along side booking YES NO						
NOTE: room booking occurs before the public skate begins, client responsible for paying BeActive drop-in & skate rental rates the day of the booking. Set up & take down of must occur within booked time as outlined in Permit.						
Equipment Required:						
Cordless Microphone (\$26.95)		A/V Projector (\$139.25)		Whiteboard & Markers (\$11.40)		
Food & Liquor Service						
Will food be served? Yes No			Will liquor be served? Yes No			
Food Services Catering available – if interested please visit Food Burnaby FoodBurnaby 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 here . 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. link to website ENTANDEM						



Arenas Rental Application

Multipurpose Room Request

No music will be played	Music will be played	Music played with dancing	
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/commercial: 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			