



Arenas Rental - Multipurpose Room Requests

Hosting Celebrations, Socials & Meetings

The City of Burnaby offers rental spaces to host celebrations, socials & meetings. Please review the following information when planning your event.

Communication & Applications

- All rental inquiries & bookings must go through arenaallotments@burnaby.ca
- Please submit an Arena rental request form for all inquiries, these can be found on the facility venue webpage. All fields must be filled out so we can best serve you.

Liability Insurance

- Proof of liability insurance is required for all bookings of Burnaby Parks, Recreation, Culture facilities.
- Please refer to the Arenas Rental Application Form for complete insurance requirements and additional information.

Room Set-Up and Clean-Up

- Include any required set-up and clean-up time within your booking period.
- Tables and chairs will be set up before your scheduled starting time.
- Meeting rooms do not include:
 - Refrigerator or freezer, Stove, Microwave, Sink
 - Candles, knives, cutlery, etc.

Add-Ons

The following items may be available at selected facilities for an additional fee:

- Microphones, projectors - tables & chairs are included

Food and Beverage

- A Special Event Permit is required if alcohol is served at your event. Refer to the Arenas Rental Application Form for requirements and details. – Those attending Public Skating programs cannot be under the influence of alcohol or any substances.
- If serving food, all [Fraser Health Potluck Meals and Food Safety Guidelines](#) must be followed.
- Food may be ordered from an outside vendor (for example, pizza delivery or sandwich, veggie or fruit trays)
- Catering services are available at Rosemary Brown Recreation Centre and Bill Copeland Sports Centre through [Food Services](#) email: food@burnaby.ca

Decorations

Permitted Decorations - Floor decorations, Table decorations, Mylar balloons

Not Permitted - taping, pinning, or hanging decorations on walls, windows, doors, cabinets, or other facility surfaces, glitter, sparkles, or confetti, latex balloons, piñatas, bouncy castles, Inflatable play structures

Drop in Skating Session Information

Many groups choose to attend a drop in skating session before, after, or during their room rental.

See *Hosting - Attending drop-in skating activities – Group Bookings*