



REQUEST for BURNABY LAKE PAVILION BANQUET HALL RENTAL

IMPORTANT: THIS IS A BOOKING REQUEST ONLY – YOU WILL RECEIVE AN EMAIL TO CONFIRM IF THE DATE IS STILL AVAILABLE FOR YOU

Date of this APPLICATION:	
DATE of EVENT:	CIRCLE: M T W TH FRI SAT SUN
TYPE of EVENT:	
NUMBER of PEOPLE ATTENDING:	
TOTAL TIME REQUIRED FOR BUILDING ACCESS:	
LEGAL Name of <u>COMPANY</u> (if applicable):	
LEGAL Name of <u>ADULT</u> (19 yrs or older) signing contract (OR if applicable company employee with signing authority)	
FIRST NAME:	LAST NAME:
Cell #:	Work #:

CONTACT INFORMATION:

Elaine Olma | Phone: (604) 205-3033 | Email: elaine.olma@burnaby.ca

If EVENT is taking place **LESS THAN 1 YEAR AWAY** – Email request to: elaine.olma@burnaby.ca

If EVENT is taking place **1 YEAR TO-THE-DAY from TODAY** – Email to: rentals@burnaby.ca

VENUE LOCATION: 6871 Roberts Street in Burnaby

CANADA POST MAIL INFORMATION:

CITY OF BURNABY, PARKS, RECREATION AND CULTURAL SERVICES
c/o Elaine Olma, Event Specialist
#101 – 4946 Canada Way, Burnaby, BC V5G 4H7

CANCELLATIONS: if written cancellation request is received **at least 60 days prior to the event**, the City will return 75% of the rental fee
if written cancellation request is received **within 60 days of the event**, the full rental amount shall be forfeited to the City