

ALAN EMMOTT CENTRE - RENTAL APPLICATION

TODAY is MONTH _____ DAY _____, 2017 / 2018

APPLICANT INFORMATION:

aerentals@burnaby.ca fax: 604.205.3001

Legal Name of Company/Group (if applicable):

Legal Name of Adult signing contract (19yrs +):

FIRST:

LAST:

Street #:

Suite/Apt #:

Cell #:

Street Name:

Province:

Home #:

City:

Postal Code:

Work #:

Ext #:

Email Address:

FEES:

PAYMENT METHOD ACCEPTED: Visa/ MasterCard/ Amex/ Debit/ Cheque/ Cash

HALL RENTAL FEES (Fee net of gst)

Social Events Rates - serving food start at \$110.74 per hour for prime days

Meeting Rates - are based on how many people will be attending, please inquire

Preferred Rates - are available for registered Non-profit Organizations

CITY CATERING

We offer all inclusive catering & hall packages as well as reduced hall rental rates if you use our City Catering Dept. You will also receive **2 HOURS** free decorating time. Please ask us for more details. catering@burnaby.ca.

LIABILITY INSURANCE:

(INSURANCE IS A NON-TAXABLE ITEM)

ALCOHOL SERVED AT EVENT -

\$50.00/day-(up to 50pp)

\$75.00/day-(51-100pp)

\$100.00/day-(101-150pp)

NO ALCOHOL/ MEETINGS -

\$10.00/day-(1-100pp)

\$15.00/day-(101-150pp)

EVENT INFORMATION:

event DATE:

YR: _____ MONTH: _____ DAY: _____

FRI SAT SUN M T W TH

(e.g. Wedding Reception / Baby Shower / Dance / Birthday Party etc.)

event TYPE:

(THIS IS THE TIME YOU WILL HAVE ACCESS TO THE BUILDING, NO EARLIER OR LATER)

Booking TIME:

START:

END:

_____ * will be new start time if City Catering is handling event (2 extra hours at no extra cost)

(MAXIMUM number of people allowed is 150)

ATTENDING:

LIABILITY INSURANCE:

ALCOHOL:

Yes / No

RESOUND MUSIC FEE WITHOUT DANCING:

\$13.30 +tax

WITH DANCING:

\$26.63 +tax

(No bands allowed at this location)

NOT APPLICABLE TO THIS EVENT

(for events with alcohol and events ending past 10pm)

SECURITY PERSONNEL:

____ \$250.00 or ____ NOT APPLICABLE

or ____ USING CITY CATERING - THEY WILL COVER

DAMAGE DEPOSIT:

\$300.00

Alan Emmott Centre is located at: 6650 Southoaks Crescent, Burnaby, BC

DUE DATES: Fees due immediately upon submitting signed contract. **NO REFUNDS:** will be given for cancellations within 60 days of the event

CANCELLATIONS: A refund charge of 25% if cancellation is 30 days prior to event REV: 19-OCT-2017