

ALAN EMMOTT CENTRE - RENTAL APPLICATION

TODAY is MONTH _____ DAY _____, 2020

APPLICANT INFORMATION:

aerentals@burnaby.ca fax:604.205.3001

Legal Name of Company/Group (if applicable):

| | | | |
|---|--------------|---------|--------|
| Legal Name of <u>Adult</u> 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 (Fee net of gst)

Social Event Rates – Events serving food start at 101.11/hr for non-prime days, 115.54/hr for prime days.

Meeting Rates – Rates are based on how many people will be attending. Please inquire.

Preferred Rates – Rates are available for registered Non-profit Organizations. Please inquire.

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 2hrs complimentary decorating time. Please ask us for more details. catering@burnaby.ca.

LIABILITY INSURANCE:

(INSURANCE IS A NON-TAXABLE ITEM)

| | | | |
|-----------------------------------|----------------------------|---------------------------|----------------------------|
| ALCOHOL SERVED AT EVENT | \$75.00/day-(up to 50 ppl) | \$115.00/day-(51-100 ppl) | \$150.00/day-(101-150 ppl) |
| <u>NO</u> ALCOHOL SERVED AT EVENT | \$3.00/hour-(1-50 ppl) | \$6.00/hour-(51-100 ppl) | \$15.00/hour-(101-150 ppl) |

EVENT INFORMATION:

| | | |
|--|--|---|
| Event DATE: Sundays are not available | YR: _____ MONTH: _____ DAY: _____ FRI SAT M T W TH | |
| Event TYPE: e.g. Wedding Reception / Baby Shower / Birthday Party / Memorial etc. | | |
| Booking TIME: This is the time you will have access to the building, no earlier or later | START: END: | * will be new start time if City Catering is handling event (2 extra hours at no cost) |
| ATTENDING: MAXIMUM number of people allowed is 150 in banquet hall and 50 in Meeting room | # _____ | |
| LIABILITY INSURANCE Rates listed above, Liability Insurance is a non-taxable item | | |
| ALCOHOL Special occasion license & Serving It Right certified bartender required | Yes / No | |
| ENTANDEM MUSIC FEE For playing music in a public venue No bands allowed at this location / for more information on Resound fees visit entandemlicensing.com | MUSIC - NO DANCING <input type="checkbox"/> \$45.02 +tax | MUSIC - WITH DANCING <input type="checkbox"/> \$90.12+tax <input type="checkbox"/> Not applicable at this event |
| AV EQUIPMENT: | <input type="checkbox"/> 82" smart in the Banquet Hall \$25.00 +tax <input type="checkbox"/> Projector in the meeting room \$25.00 +tax <input type="checkbox"/> Microphone & podium (no charge) | |
| SECURITY GAURD PERSONNEL: For events ending past 10:30pm | ____ \$250.00 or ____ NOT APPLICABLE or ____ IF USING CITY CATERING THEY WILL COVER | |
| DAMAGE DEPOSIT Refundable after the event with no damage | \$300.00 | |