

TODAY IS MONTH DAY, 2017

APPLICANT INFORMATION: **BURNABY LAKE PAVILION BOOKING REQUEST FORM**

LEGAL NAME OF COMPANY / GROUP (if applicable):

LEGAL NAME OF ADULT signing contract (19yrs or older): LAST: FIRST:

ADDRESS#:	SUITE/APT#:	CELL #:
ON <input type="checkbox"/> ST <input type="checkbox"/> AVE	PROV: BC or _____	HOME #:
CITY:	WORK #:	EXT #:
POSTAL CODE:	EMAIL:	

FEES: DUE UPON OUR RECEIPT OF YOUR SIGNED CONTRACT

PAYMENT TYPES: Visa/ MasterCard/ AmEx/ Debit Card

MINIMUM booking time is **5 HOURS** - for rates, please refer to (or request) booking information (from rentals@burnaby.ca)

OPTIONAL RENTAL - **KITCHEN** with **EQUIPMENT**: \$100.00 +tax - includes: ice machine / commercial dishwasher / 2 fridges / stove / microwave
(stove on for heating food or keeping it warm - no cooking permitted in kitchen)

OPTIONAL RENTAL - **PODIUM** with **MICROPHONE**: \$50.00 +tax - ("OKLAHOMA SOUND")

OPTIONAL RENTAL - **PROJECTOR** with **SCREEN**: \$125.00 +tax - (NO SOUND)

LIABILITY INSURANCE: **NO ALCOHOL** SERVED AT EVENT: \$10.00/day (1-100pp) \$15.00/day (101-200pp) (INSURANCE IS A NON-TAXABLE ITEM)

LIABILITY INSURANCE: **ALCOHOL** SERVED AT EVENT: \$50.00/day (up to 50pp) \$75.00/day (51-100pp) \$100.00/day (101-150pp) \$125.00/day (151-200)

MUSIC FEE / RE:SOUND: \$26.63 +tax - if event has both music and dancing -details at www.resound.ca
\$13.30 +tax - if event has only music being played

EVENT DETAILS

EVENT DATE: YR: MONTH: DAY: M T W TH **FRI** **SAT**
SUN

3 HOUR MINIMUM IF NOT CONSECUTIVE WITH EVENT TIME → **DECORATING TIME:**

5 HOUR MINIMUM FOR RENTAL → **BOOKING VENUE FROM:**

EARLIEST MORNING start time is **10:00am**
OPEN = you now have access to building

OPEN building: _____

OPEN building: _____

LATEST EVENING end time **1:00am** after midnight
CLOSE = personal belongings have all been removed from building. Park Patrol can lock the doors

CLOSE and LOCK building at: _____

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(e.g. Wedding Ceremony & Reception, Wedding Reception, Dinner/Dance etc.) **DESCRIPTION:**

TYPE OF EVENT:

ATTENDING: MAXIMUM # _____ of people attending (maximum for building is 200)

CATERING: OFF-SITE caterer CITY catering 604-205-3026 catering@burnaby.ca POTLUCK

OPTIONAL - **KITCHEN** with **EQUIPMENT** RENTAL: \$100.00 + tax (see full equipment list above)

(46" full-size) OPTIONAL - **PODIUM** with **MICROPHONE** RENTAL: \$ 50.00 + tax

OPTIONAL - **PROJECTOR** with **SCREEN** RENTAL: \$125.00 + tax (NO sound available)

(if applicable) **SECURITY PERSONNEL** or **CUSTODIAL FEE:** \$ (e.g., custodial fee applies event falls on a weekday statutory holiday)

WILL YOUR GROUP BE SERVING **ALCOHOL:** YES NO

LIABILITY INSURANCE: \$ (see rates above - insurance is non-taxable)

(music tariff) **RESOUND:** \$26.63 + tax \$13.30 + tax NOT APPLICABLE TO THIS EVENT

DAMAGE DEPOSIT: \$ 300.00

Burnaby Lake Pavilion is located at: 6871 Roberts Street, Burnaby, BC