

BURNABY LAKE PAVILION – BOOKING REQUEST FORM

 Hall location: 6871 Roberts St Burnaby BC
  Josie Santiago
 rentals@burnaby.ca
  604.205.3033

CONTACT INFORMATION

Fill in online or print clearly

EVENT DATE	DAY OF WEEK	MONTH	DAY	YEAR	START TIME	END TIME
TYPE OF EVENT	IE: WEDDING, BIRTHDAY PARTY, MEMORIAL					# OF ATTENDEES
NAME (19yrs +)	FIRST			LAST		
APT #	STREET					
CITY				POSTAL CODE		
PHONE #				WORK #		
EMAIL						

ADDITIONAL DATES (IF APPLICABLE):

FEES

HALL RENTAL FEES	VENUE RATES – minimum 8hrs Weekday Bookings (Monday to Thursday) Morning Rentals - \$1500 (any consecutive 8hrs between 7am to 6pm) Evening Rentals - \$2000 (any consecutive 8hrs between 2pm to 12am) Weekend Bookings (Friday to Sunday & Stat Holiday) Rental Fee - \$3000 (any consecutive 8hrs between 8am to 12am) (additional hours can be added at \$150/hr)	EXTRA FEES <input type="checkbox"/> Kitchen \$500 <i>(includes: warming unit, 2 fridges, ice machine, dishwasher, coffee urns)</i> <input type="checkbox"/> Bridal Room \$250 <input type="checkbox"/> Portable Bar \$250
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LIABILITY INSURANCE	<p>The City of Burnaby does not endorse one insurer over another and you are welcome to 'shop around' and secure coverage through another provider. Please check with the Booking Clerk/Coordinator at the facility where your event is happening and they will be able to confirm the City's insurance requirements.</p> <p>Aon/IRC Insurance have developed a City of Burnaby specific insurance program for our facilities. The brief on-line application will pose a few questions about your organization and specifics of the activity or event. Once completed, and in most cases, the applicant will receive a quote and the opportunity to purchase the coverage on-line, typically within minutes of completing the application. Aon/IRC will ensure that the City receives a copy of the Certificate of Insurance ahead of your event, and provide a copy to you as well.</p> <p>https://burnaby.instantriskcoverage.com/login</p>
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ALCOHOL SERVICE	<p>If you plan to serve alcohol, you will need to let us know and ensure it is included in your liability insurance. In addition, you will also need to obtain a BC Special Occasion Liquor License online and for more details please follow this link https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit</p> <p>A copy of your liquor license will need to be sent to catering@burnaby.ca 2 weeks prior to your event date. The original license must be present at the venue during your event and is recommended to be posted by the alcohol service area. You are responsible for providing this service and follow the regulations provided by the license.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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MUSIC FEES	TYPE	TAPED MUSIC	LIVE MUSIC	For more information on fees for playing music in public venues please visit: entandemlicencing.com
	BACKGROUND MUSIC	<input type="checkbox"/> 45.02	<input type="checkbox"/> 31.72	
	MUSIC & DANCING	<input type="checkbox"/> 90.12	<input type="checkbox"/> 63.49	
Not applicable at this event <input type="checkbox"/>				

CITY CATERING	<input type="checkbox"/> Yes, using City Catering <input type="checkbox"/> No, using own catering/potluck	CITY CATERING: Catering deposit of \$1000 will apply. The catering team will determine all other details about the catering.
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AV EQUIPMENT	<input type="checkbox"/> SMART TV <input type="checkbox"/> MICROPHONE <input type="checkbox"/> SPEAKERS	AV equipment fee is \$250 with access to all items listed. Staff onsite will advise how the equipment works and help with troubleshooting if needed.
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DAMAGE DEPOSIT	500.00	GST to be charged on all fees applicable. The damage deposit will be refunded after the event if there is no damage or additional cleaning. Extra Cleaning Fee \$500 (if venue left unclean). Full payment due immediately.
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