

BURNABY LAKE PAVILION – RENTAL BOOKING REQUEST FORM

Address: 6871 Roberts St Burnaby BC Email: rentals@burnaby.ca

CONTACT INFORMATION

Fill in online or print clearly

EVENT DATE	MONTH	DAY	YEAR	START TIME	END TIME	Add Hours \$150/hr
TYPE OF EVENT	IE: WEDDING, BIRTHDAY PARTY, MEMORIAL				# OF ATTENDEES	
NAME (19yrs +)	FIRST & LAST NAME					
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ADDRESS:						
CITY:		POSTAL CODE:				
PHONE #:		EMAIL:				

FEES

HALL RENTAL FEES	VENUE RATES – Minimum 8hrs (add hours for \$150/hr consecutively) Weekday Bookings (Monday to Thursday) Morning Rentals - \$1500 (8hrs consecutively between 7AM – 6PM) Evening Rentals - \$2000 (8hrs consecutively between 2PM – 12AM) Weekend Bookings (Friday to Sunday & Stat Holidays) Rental Fee - \$3000 (8hrs consecutively between 8AM to 12AM)	ADD ONS <input type="checkbox"/> Kitchen \$500 (includes: warming unit, 2 fridges, ice machine, dishwasher, coffee urns) <input type="checkbox"/> Dressing Room \$250 <input type="checkbox"/> Portable Bar \$250				
AV EQUIPMENT	AV equipment fee is \$350 with access to a microphone, projector, speaker and Smart TV. Staff onsite will advise how the equipment works and help with troubleshooting if needed. <input type="checkbox"/> AV Equipment \$350					
CEREMONY (If Applicable)	PIER CEREMONY \$2200: Includes the set up and take down of 120 chairs, marriage license table, speaker & mic. PIER RENTAL \$1200: You are welcome to bring your own chairs with the pier rental. INDOOR CEREMONY \$1500: The ceremony takes place inside the reception space, the ceremony seats set up with the reception tables on the side of the room. **Please allow 1hr for the flip from ceremony to reception** <input type="checkbox"/> Pier Ceremony <input type="checkbox"/> Pier Rental <input type="checkbox"/> Indoor Ceremony					
LIABILITY INSURANCE	You can choose your own provider or get a free quote from Aon/IRC Insurance who have developed a City of Burnaby specific 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. https://burnaby.instantriskcoverage.com/login					
ALCOHOL SERVICE	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 A copy of your liquor license will need to be sent to rentals@burnaby.ca 1 month prior to your event date. The original license must be present at the venue during your event (posted by the alcohol service area). You are responsible for providing this service and follow the regulations provided by the license. <input type="checkbox"/> Yes <input type="checkbox"/> No					
MUSIC FEES	TYPE	TAPED MUSIC	LIVE MUSIC	For more information on fees for playing music in public venues please visit: entandemlicensing.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				
CITY CATERING	<input type="checkbox"/> YES, using City Catering <input type="checkbox"/> No, using own catering/potluck	CITY CATERING: Catering deposit of \$1000.00 will apply. The catering team will determine all other details about the catering.				
DAMAGE DEPOSIT	\$500	GST to be charged on all fees applicable. The damage deposit will be refunded after the event if there is no damage/additional cleaning. An extra Cleaning Fee of \$500 may apply.				