

BURNABY LAKE PAVILION - BOOKING REQUEST FORM

TODAY is MONTH _____ DAY _____, 2022 / 2023

APPLICANT INFORMATION:

rentals@burnaby.ca

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

Social Rates - Events serving food is \$173.38/hour **Meeting Rates** - Events serving food is \$146.08/hour
FRIDAY / SATURDAY / SUNDAY AND HOLIDAYS - 8 HOUR MIN RENTAL
MONDAY - THURSDAY - 5 HOUR MIN RENTAL
 (If you are a not for profit group please inquire about our rates)

CITY CATERING

We offer all-inclusive catering & hall packages that include rental rates if you use our City Catering Dept. You will also receive 2hrs complimentary decorating time. Please see more details at: foodburnaby.ca

LIABILITY INSURANCE:

Please inquire about an insurance quote for your event.

EVENT DETAILS:

Event **DATE:**

YR: _____ MONTH: _____ DAY: _____

M T W TH **FRI** **SAT** **SUN**

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

SET UP TIME

START:

END:

EVENT TIME

START:

END:

ATTENDING:

_____ (max 200)

Capacity is set by the Public Health Order

LIABILITY INSURANCE: 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 \$45.02 +tax WITH DANCING \$90.12 +tax

LIVE MUSIC:

NO DANCING \$31.72 +tax WITH DANCING \$63.49 +tax

NOT APPLICABLE AT THIS EVENT

KITCHEN:

With kitchen equipment: sinks, fridge, stove, ice machine, microwave

KITCHEN RENTAL \$100.00 +tax

I WILL NOT BE SERVING FOOD

AV EQUIPMENT:

This equipment is available at no extra charge. It is 'plug and play' and there is no technical support available

82" SMART TV WITH A VGA ATTACHMENT

SPEAKER SYSTEM, EASY PLUG AND PLAY

PODIUM

DAMAGE DEPOSIT Refundable after the event with no damage

\$300.00