

**Rental Information**

Previous invoice # (if renewing) \_\_\_\_\_

Location preferred \_\_\_\_\_ Alternate location(s) \_\_\_\_\_

Areas required (gym, classroom, etc) \_\_\_\_\_

Start & end date of event(s) \_\_\_\_\_ Reoccurring? (daily, weekly, monthly) \_\_\_\_\_

Start & end time(s) (including set up & take down) \_\_\_\_\_

Name of primary contact \_\_\_\_\_ Job title \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ Postal \_\_\_\_\_

Phone number(s) \_\_\_\_\_ Email address(es) \_\_\_\_\_

Name of organization/group \_\_\_\_\_ Event description \_\_\_\_\_

**Liability Insurance (\$2 million)**

Org/group understands that they must provide insurance naming the Burnaby Board of Education (School District 41) as additional insured to cover the entire duration of any event before booking can be confirmed.

**Type of Organization/Group**

Non-Profit society, registration# \_\_\_\_\_  Charitable organization, registration# \_\_\_\_\_

Commercial or public  Adult  Youth (under 19)

**Additional Information**

# of participants \_\_\_\_\_ Parking required?  Yes  No Name of onsite contact \_\_\_\_\_

Tables/chair needed? (setup is responsibility of user group)  Yes, # of tables/chairs \_\_\_\_\_  No

Serving food and/or beverages?  Yes, provide details \_\_\_\_\_  No

Catering?  Yes, name of caterer \_\_\_\_\_  No

Will alcohol be served?  Yes, contact Facility Rentals  No

Will fees, membership or admission be charged?  Yes, provide details \_\_\_\_\_  No