

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