



# City of Burnaby Pools Rental Request Form

Please provide the following information in order for us to assess availability. An Allotment Clerk will confirm booking details before issuing contract for signatures, at which time full payment is due immediately. Once completed, please e-mail to [outdoorpools@burnaby.ca](mailto:outdoorpools@burnaby.ca).

## Contact Information

Full name of person authorized to sign the rental permit

First

Last

Legal name of organization: (If applicable)

Address:

City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Signatory's Email: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Will you be serving food? Yes No If Yes, food is only permitted in the grass area.

## Event Information

Purpose of use: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Locations: Kensington Outdoor Pool 700 Hammarskjold Drive, Burnaby  
Robert Burnaby Outdoor Pool 8175 Wedgewood Street, Burnaby

Available Times: Saturdays 10:30am - 12:30pm  
Sundays 10:30am - 12:30pm

**Rates (do not include taxes) Pool: \$100.84 Lifeguard: \$47.57/hr per staff Liability Insurance: Starting at \$60**

**Options: Pool Day Date**

Request #1

Request #2

Additional Info:

## Insurance Requirements

The City of Burnaby requires all groups using or renting City facilities to have liability insurance protection. Licensees **obtaining their own policies** must name the "City of Burnaby" as additional insured on the policy. The policy must be for a minimum value of **\$5,000,000.000** and **MUST** include Cross-Liability Clause. A copy of the policy must be provided prior to the Licensee's event.

**OTHERWISE, APPROPRIATE LIABILITY INSURANCE FEES WILL BE AUTOMATICALLY INCLUDED IN THE RENTAL PERMIT.**

Insurance which meets the above criteria will be provided prior to event date:

Please charge Liability Insurance on Rental Permit:

**Cancellation/Refund** – 14-30 days cancellation notice required for 50% refund. 30 days+ cancellation notice required for full refund. Bookings will run rain or shine.

**Pool Toys/Personal Devices** – Use of pool toys and personal devices: only personal-sized floatation toys are permitted. No party island or large multiple person crafts are allowed. No water guns. Use of pool equipment such as PFDs, mats, or kickboards can be used at no charge subject to availability.

**Food** – No food or drink on the pool deck. Food is only permitted in grass area outside pool perimeter fence. No alcohol/smoking or cannabis consumption. If wanting to BBQ or cook please include in request.

**Children's Admission Policy** - Children's Admission Policy: Children 7 years and under and less than 48 inches in height must be accompanied by an adult 16 years or older (ratio no more than 3:1) and be within arms' reach at all times. Children must be always supervised and must not be left unattended.

**Booking Time** – booking time must include setup and cleanup time. All pool time is allotted in minimum 2-hour segments. Subletting of pool space is not permitted.