



City of Burnaby Arena Special Event Application

Spring/Summer requests Due October 31 of previous year

Fall/Winter requests Due March 31 of current year

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. Incomplete forms will be returned and may delay allotment.

Once completed, please e-mail to: arenaallotments@burnaby.ca

A SUBMISSION OF THIS APPLICATION IS A REQUEST TO USE SPACE AND DOES NOT GUARANTEE APPROVAL OR PERMIT

Organization/Team Name: _____

Sport: _____ Date Submitted: _____

Contact Information

Full name of person authorized to sign the rental permit: _____
First Last

Role: _____ Address: _____

City: _____ Prov. _____ Postal Code: _____

Cell: _____ Other: _____ Email: _____

Event Information

Event Name: _____ Ice Floor

Options:	Arena Request	Proposed Event Dates	Start Date	End Date	Times
Preferred					
Option 1					
Option 2					

Setup requirements	# of days to load in	# of days to load out
Set-up		

Additional Info: _____

Event Type: _____

Facility Requirements:

Bill Copeland Arena:

Lakeview Room: Yes No

Food Services Upper Lobby Yes No

Food Services Lower Lobby Yes No

Kensington Arena:

Community Room Yes No

Lobby Yes No

Rosemary Brown Recreation Centre or Arena:

Multipurpose Room Large Yes No

Multipurpose Room Small Yes No

Catering options requested Yes No

Food Services Lower Lobby Yes No

