

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: arenaellotments@burnaby.ca

A SI	UBMISSION OF THIS APPLICA	TION IS A REQUEST TO US	E SPACE AND	DOES NOT GUAR	ANTEE APPROVA	L OR PERMIT	
Organization	n/Team Name:						
Sport:			Date Subr	nitted:			
Contact Info	ormation						
Full name of to sign the re	f person authorized ental permit:						
	First			Last			_
Role:		Address:					
City:		Prov.	Prov.		Postal Code:		
Cell: Other		Other:	er:		Email:		
Event Info	rmation						
Event Name:				Ice	Floor		
Options:	Arena Request	Proposed Even	t Dates	Start Date	End Date	Times	
Preferred							
Option 1							
Option 2							
-	Setup requirements	# of days to loa	ıd in	# of d	ays to load out	:	
Set-up							
Additional Info:							
Event Type:							
Facility Rec	quirements:						
Bill Copeland Arena: Kensington Arena:							
Lakeview Room: Yes No			Commi	unity Room	Yes	No	
Food Service	es Upper Lobby Yes	No	Lobby		Yes	No	
Food Services Lower Lobby Yes No							
Rosemary I	Brown Recreation Centre	or Arena:					
Multipurpos	e Room Large Yes	No	Caterin	g options reques	ted Yes	No	
Multipurpos	e Room Small Yes	No	Food S	ervices Lower Lo	obby Yes	No	



City of Burnaby Arena Special Event Application

Expected numbers:								
Attendance:	Participants:	Officials:	Volunteers:					
Teams:	Spectators:							
Age Group:								
8 & Under		U11U15						
Music:								
Will there be music playing?	Yes No	If Yes, please select type:	Recorded Music Live Music					
General Set up Requireme	ents							
Dressing Rooms Yes	No	Gate Removal Yes	No					
Glass Removal Yes	No							
Additional Information (pl	ease share other imp	ortant details)						
Incurance Beguiremente								
Insurance Requirements The City of Burnaby requires a	all groups using or rent	ing City facilities to have liabi	lity insurance protection. Licensees must					
The City of Burnaby requires all groups using or renting City facilities to have liability insurance protection. Licensees must obtain their own policies and name the "City of Burnaby" as additional insured on the policy. The policy must be for a minimum value of \$5,000,0000.000, or \$8,000,0000 if the sport includes any hitting (ie. hockey, ringette etc.), and MUST include Cross-Liability Clause. A copy of the policy must be provided prior to the Licensee's event.								
Insurance which meets the above criteria will be provided prior to event date:								
Cancellation/Refund Policy General Customer - 30 days+ car *no refund. No show, no refund. C Community Customer - 14+ days Less than 7 days notice, *no refur *Refund for extenuating circumstance	City cancels reservation, f cancellation notice requind. No show, no refund. O	full refund. red for full refund. 7-14 days car City cancels reservation, full refu	nd.					
Please complete and retu	rn attention Rockin	ng Clork:						
Please complete and retu Email: arenaallotments@burnaby		ig Oleik.						

Personal information is collected and used under the authority of the Freedom of Information and Protection of Privacy Act s. 26(C) for the purpose of administering parks, recreation and cultural programs. For more information, contact the Admin Office 604 294 7450.

Thank you for expressing interest in booking our facility! Requests are individually assessed.

Please allow up to 3-5 business days for a response.