



# Arenas Rental Application

Multipurpose Room, Party Booking or Single Use Ice/Floor Rental

Please provide the following information for us to assess availability. An Allotment Clerk will confirm booking details before issuing the contract for signatures, at which time payment is due immediately. Incomplete forms will be returned and may delay allotment.

Once completed please email to [arenaallotments@burnaby.ca](mailto:arenaallotments@burnaby.ca)

### Contact Information

Full name of person authorized to sign the rental permit

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First Last

Legal Name of Organization or School: (if applicable)

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Address:

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City: Prov. Postal code:

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Email: Cell: Other:

### Rental Request Information

STATUS:

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Purpose of booking: Expected attendance:

Locations: Bill Copeland Sports Centre 3676 Kensington Avenue  
 Kensington Complex 6195 Curtis Street  
 Rosemary Brown Recreation Centre 7789 18<sup>th</sup> Street

Rates will be quoted upon receipt of this form

Rental Type Requested:

Options:	Facility	Date	Start time	End Time
Preferred:				
Option 1:				
Option 2:				

### Additional information (please share any important details)

### Important information

**Insurance requirements:** The City of Burnaby requires all groups renting facilities to have liability insurance. 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 \$5 000 000 and must include a cross-liability clause. A copy of the policy must be provided prior to confirming the contract.

**Cancellation/Refund** General: 0-14 days – no refund, 14-30 days - 50% refund, 30 days+ - full refund  
 Community: 0-7 days – no refund, 7-14 days - 50% refund, 14 days+ - full refund

Note: Start & end time of booking must include set up & take down Signature:

Personal information is collected and used under the authority of the Freedom of Information Act and Protection of Privacy Act s. 26© for the purpose of administering Parks, Recreation & Cultural programs. For information contact the Admin office 604 294 7450