ALAN EMMOTT CENTRE – BOOKING REQUEST FORM

Hall location: 6550 Southoaks Crescent Burnaby aerentals @burnaby.ca 604.320.2217

CONTACT INFORMATION

Fill in online or print clearly

EVENT DATE	DAY OF WEEK	MONTH	DAY	YEAR	START TIME	END TIME (latest 11:00pm)
TYPE OF EVENT	IE: WEDDING, BIRTHDAY PARTY, MEMORIAL				# OF ATTENDEES	
NAME (19yrs+ OR Society/Org.)	FIRST			LAST		
APT #	STREET					
CITY			POSTAL CODE			
PHONE #			WORK #			
EMAIL						

FEES

TIMES	**START TIME** Earliest start time 8:00am. This is the time we will open the building.	**END TIME** Latest end time 11:00 pm. This is the building lock up time.	No early access. Rental time is building access time.
HALL RENTAL FEES	**WEEKEND RATE / SOCIAL RATE:** Events serving food and/or alcohol $144.5/hour	**MEETING RATE** Monday to Friday only $103.5/hour	**NPO RATE:** Monday–Friday only $45.6/hour
LIABILITY INSURANCE	The rental permit is not completed without liability insurance. To obtain insurance, visit https://burnaby.instantriskcoverage.com/login to create an account, and purchase the insurance directly.		

MUSIC FEES	TYPE	TAPED MUSIC	LIVE MUSIC	
	BACKGROUND MUSIC	☐ $45.02	☐ $31.72	Your music license fees are distributed as royalties to those who created and published the music.
	MUSIC & DANCING	☐ $90.12	☐ $63.49	
	Not applicable at this event ☐			

AV EQUIPMENT	☐ 82" SMART TV ($27.00) ☐ PODIUM (no charge) ☐ MICROPHONE (Cordless; no charge)	· There is one (1) cordless mic available. · Custodian will give you the remote to the TV if rented.
DAMAGE DEPOSIT	$250.00	GST to be charged on all fees with the exception of liability insurance and the damage deposit. The damage deposit will be refunded after the event if there is no damage or additional cleaning.