




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 +)	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 11:00pm. This is the building lock up time.	<ul style="list-style-type: none"> Five (5) hour minimum rental required. 	
HALL RENTAL FEES	SOCIAL RATES Events serving food 127.09	MEETING RATES Light refreshments 91.59	<ul style="list-style-type: none"> NON-PROFIT RATES We offer non-profit rates, please inquire 	
LIABILITY INSURANCE	# OF ATTENDEES	NO ALCOHOL	SERVING ALCOHOL	To serve alcohol in a public venue, you will need a special occasion License through the BC Liquor Board online. A serving It Right certificate is needed.
	UP TO 25 PEOPLE	<input type="checkbox"/> 30.00	<input type="checkbox"/> 85.00	
	26 – 100 PEOPLE	<input type="checkbox"/> 50.00	<input type="checkbox"/> 145.00	
	101 – 150 PEOPLE	<input type="checkbox"/> 90.00	<input type="checkbox"/> 210.00	
MUSIC FEES	TYPE	TAPED MUSIC	LIVE MUSIC	For more information on fees for playing music in public venues please visit: entandemicencing.com
	BACKGROUND MUSIC	<input type="checkbox"/> 45.02	<input type="checkbox"/> 31.72	
	MUSIC & DANCING	<input type="checkbox"/> 90.12	<input type="checkbox"/> 63.49	
	Not applicable at this event <input type="checkbox"/>			
AV EQUIPMENT	<input type="checkbox"/> 82" SMART TV 25.00 <input type="checkbox"/> PODIUM (no charge) <input type="checkbox"/> MICROPHONE Cordless (no charge)	<ul style="list-style-type: none"> There is no speakers available for music, please bring your own. There is one (1) cordless mic available. Custodian will give you the remote to the TV if rented. 		
DAMAGE DEPOSIT	300.00	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.		