

Today's Date: _____

**PEMBERTON & DISTRICT RECREATION SERVICE
RENTAL REQUEST**

EVENT DETAILS:

Name/Type of event: _____

Name of organization: _____

Purpose of rental: _____

Is the event open to the Public: YES _____ NO _____

Are you charging admission: YES _____ NO _____

Security required: YES _____ NO _____

Expected # of participants: _____

Commercial or Private Business _____ Local Resident _____ Government _____

Non-Profit / Charity Group _____ Non-profit or Charity number: _____

CONTACT INFORMATION:

Mailing Address: _____

City: _____ Postal Code: _____

Email: _____

Primary contact name: _____

Primary contact phone #: _____ Secondary phone #: _____

Alternate contact name: _____ Alternate phone #: _____

REQUIREMENTS:

Insurance is mandatory for all events:

You may purchase from the Pemberton and District Community Centre at the time of rental or bring a certificate of insurance from your insurance provider showing that the Squamish-Lillooet Regional District and Village of Pemberton is additionally insured on your policy for a minimum \$2 million liability.

Music YES _____ NO _____ (If so, SOCAN tariff is applicable)

Food YES _____ NO _____ (Permit may be required from Vancouver Coastal Health)

Alcohol YES _____ NO _____ (Liquor license required)

ROOM REQUESTED:

Activity Room _____ Great Hall _____ Youth Centre _____ Kitchen _____

Date(s) requested: _____

Day(s) of the week: _____

Start time: _____ End time: _____

**Requests processed on a first come, first served basis and will be followed up within 3 – 5 business days.*

Please drop off all requests to the Pemberton & District Community Centre

7390 Cottonwood Street, Pemberton, BC V0N 2L0

Phone: 604-894-2340

Email: pemrecinfo@pemberton.ca