

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 \$5 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