



Pemberton and District Community Centre
 Box 104 | 7390 Cottonwood Street
 Pemberton, BC V0N 2L0
 P. 604-894-2340 | F. 604-894-2320
 Email: pemrecinfo@pemberton.ca
 Website: www.pembertonrecreation.ca

PEMBERTON AND DISTRICT RECREATION SERVICES – FACILITY RENTAL REQUEST
Pemberton and District Community Centre

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

ORGANIZATION INFORMATION:

Organization Name: _____ Phone 1: _____
 Email: _____ Phone 2: _____
 Mailing Address: _____ Postal Code: _____
 Name of person completing form: _____ Position in Organization: _____

TYPE OF GROUP:

Non-profit Government Local Resident Private/Commercial Business
Must provide #

EVENT INFORMATION:

Event Name: _____
 Date (s): _____ to _____
 Estimated attendance: _____

DETAILS OF REQUESTED ACTIVITY ROOM:

SET UP REQUIRED	DAY OF WEEK	START DATE (include month)	END DATE (include month)	START TIME	END TIME

I am the _____ (print position in Organization) with _____
 (the Organization). I warrant and represent that I submit this request on behalf of the Organization and have sufficient power, authority and capacity to bind the Organization with my signature. I have read, understood and agree to the following Terms of Use and Waiver and Indemnity Clause. I understand that I will be notified by the Pemberton and District Recreation Service if this request is approved.

 Signature (on behalf of Organization) _____
 Date



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EVENT DETAILS (if required, attach an additional piece of paper):

PROPOSED ACTIVITIES (include entertainment, food & beverage etc):

WASTE MANAGEMENT PLAN (if applicable): plan to remove all waste ie: garbage, recycling, food waste

DOCUMENTATION REQUIRED WITH APPLICATION (for all applications):

Insurance is mandatory for all events:

You may be able to purchase from the Pemberton and District Community Centre at the time of rental or provide a certificate of insurance from your insurance provider showing the Village of Pemberton as well as Squamish-Lillooet Regional District are additionally insured on your policy for a minimum \$5 million liability.

Insurance Covid-19 / Communicable Disease Plan

DOCUMENTION REQUIRED WITH APPLICATION (if applicable):

VCH Food Permit Special Event Permit (alcohol)

LIST OF ACTIVITY ROOMS / MEETING SPACES:

Room B = 780 sq ft	1/3 Great Hall = 1164 sq ft
Room D = 949 sq ft	2/3 Great Hall = 2328 q ft
Studio = 366 sq ft	Full Great Hall = 3492 sq ft
Community Kitchen = 307 sq ft	The REC: Youth & Seniors Centre = 1650 sq ft

Personal Information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of addressing this Park Use Permit Application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-2340).