



Vagabond Players Society  
 PO Box 51075  
 8697 10<sup>th</sup> Avenue  
 Burnaby, BC V2N 2S9  
 604-521-0412 (leave a message)  
 inquiries@vagabondplayers.ca

# Theatre Rental Enquiry Form

Please submit completed form. Vagabond Players Society will be in contact to discuss the possibility of accommodating your event. Completion of this form does not guarantee a booking.

Date of Application:		
Organization Name:		
Applicant Name:		
Mailing Address:		
City:	Province:	Postal Code:
Phone:	Alternate Phone:	
E-mail Address:		
Signing Authority for Event:		
Registered Non-Profit Society (if applicable) #		
Have you rented at the Bernie Legge Theatre before? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, please provide the name and/or date of the event, and/or organizations name.		

<b>Event Category Type</b>			
<input type="checkbox"/> Commercial/Business	<input type="checkbox"/> Private	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Other
<b>Event Sub-category</b>			
<input type="checkbox"/> Sale or Show	<input type="checkbox"/> Religious Service/Celebration	<input type="checkbox"/> Dance	
<input type="checkbox"/> Workshop of Education	<input type="checkbox"/> Wedding/Birthday	<input type="checkbox"/> Celebration of Life	
<input type="checkbox"/> Meeting	<input type="checkbox"/> Other: _____		

<b>Rental Request Information</b>	
Estimated number of guests expected?	
Music will be played? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Food and/or drink will be served at your event? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Liquor? <input type="checkbox"/> YES <input type="checkbox"/> NO      If yes, you will need to provide a copy of the license and all Serving It Right #'s.	

Insurance: Renters need to provide proof of insurance a week prior to the event start date. They must carry comprehensive general liability insurance in the amount of \$3,000,000 per occurrence, “all risk” property insurance for replacement cost on all improvements to the Theatre and all of the fixtures and personal property at the Theatre. The City of New Westminster must also be listed as additional insured. Our insurance company, Cooperators, offers various options for event policies special events and liquor liability and would be pleased to provide a quote to ensure you are in alignment with our requirements. Contact information can be provided upon request.

Technical Services Requirements:

Sound - Playback, Microphone       Lighting       Other (Describe): \_\_\_\_\_

Stage Requirements:

Curtain       Traveller       Legs       Podium       Other (Describe): \_\_\_\_\_

Event Schedule	Date	Time
Set up Start		
Event Start		
Event Finish		
Takedown		

If liquor will be served, please provide start time: \_\_\_\_\_

Tell us about your event: (details should include activities on site during your event as well as purpose, theme, and any required equipment etc.)

**To submit your rental enquiry**

E-mail: [inquiries@vagabondplayers.ca](mailto:inquiries@vagabondplayers.ca)

Or Mail to: Vagabond Players Society  
 PO Box 51075  
 8697 10<sup>th</sup> Avenue  
 Burnaby BC V3N 2S9  
 Attn: Theatre Rental Coordinator

Phone: 604-521-0412 (leave a message)