Station 1271 Booking Request



Room Type & Name	Size & Capacity	Category	Hourly Fees min. 4 hrs	All Day
Station 1271 (Includes kitchen/bar, downstairs hall space and upstairs lounge and patio)	Approx. 4000 sq. ft. Capacity: Max 100	Local 1271 members Other IAFF members Commercial/Private	\$50 \$70 \$80	\$ 500 \$ 700 \$1000

USER GROUP CATEGORIES

Local 1271

All 1271 members (active / alumni)

Commercial/Private

Groups or individuals (e.g. corporate, weddings, family celebrations or any other private function that requires an invitation)

Non-Profit

Community organizations, non-profit groups or individuals e.g. Surrey adult sport groups, religious and community groups, fundraisers for non-profit groups. **Please contact us for an hourly rate**

PAYMENT SCHEDULE

- Rental costs and all associated fees are due in full, 15 days in advance of the booking.
 - \$100 non-refundable initial deposit is required at time of booking.
 - \$400 security deposit is required for social events; due 15 days in advance of the booking.
- Full refunds will only be given on cancelled bookings when notified 15 days prior to the event.
- Allow two (2) business days for assessment and processing of Security Deposits.

INSURANCE

- Insurance is required. Minimum liability coverage is \$2m for low-risk to \$5m for high-risk events; based on the booking.
- If using own coverage, the insurance policy must list the Surrey Fire Fighters' Historical Society as an additional insured: 18922 88th Ave. Surrey, BC V4N 5T2.

LICENSE REQUIREMENTS

- A temporary food permit may be obtained from Fraser Health for clients who will be selling food. Application forms can be found on the Fraser Health website <u>www.fraserhealth.ca</u>.
- If serving alcohol, a Special Occasion Liquor License is required; visit <u>https://specialevents.bcldb.com/</u>

ADDITIONAL COSTS (if applicable)

- SOCAN Music Tariff (\$22.06 without dancing, \$44.13 with dancing)
- Re:Sound Music Tariff (\$9.25 without dancing, \$18.51 with dancing)
- Janitorial Costs; \$200 full day, \$100 half day, \$50 for 4 hours

Booking requests are received on a first come, first served basis, pending approval. Please allow 3 to 5 business days for a reply.

BOOKING REQUEST				
Date				
Contact Name				
Organization Name				
Address				
Phone Number				
Cell Number				
Email Address				
Non Profit *copy of society registration letter required)	Yes 🗆 No 🗆			
Type / Nature of Event				
Date(s) of Event				
Time of Rental (incl. setup / take down)	Start Time: End Time:			
# of Guests Attending				
Tables and chairs can be provided	# of Tables: #of Chairs:			
Are you bringing any additional equipment? If so, what?				
If additional parking is required, please contact the Surrey School Board to inquire about renting the parking lot at the Port Kells Elementary School				
Below additional information is required for Social Event Requests Selling Food Yes (food permit is required) NO Image: Selling Food 				
Selling Alcohol	Yes (liquor license is required) NO			
Playing Music: SOCAN/Re: Sound	With dancing without dancing No			
Additional Comments: Return to: station1271bookings@iaff1271.org				

Personal Information is collected for the purpose of processing Facility Booking requests. The Surrey Fire Fighters' Historical Society is collecting this information under s.26 (c) of the Freedom of Information and Protection of Privacy Act.