



## Station 1271 Booking Request

Room Type & Name	Size & Capacity	Category	Half Day	Full Day
Station 1271 (Includes kitchen/bar, downstairs hall space and upstairs lounge and patio)	Approx. 4000 sq. ft. Capacity: Max 100	Local 1271 members	\$100	\$150

### **PAYMENT SCHEDULE**

- Rental costs and all associated fees are due in full, 15 days in advance of the booking.
- \$150 cleaning fee will be charged should the hall not be left in the manner it was found.

### **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 88<sup>th</sup> 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 [www.fraserhealth.ca](http://www.fraserhealth.ca).
- If serving alcohol, a Special Occasion Liquor License is required; visit <https://specialevents.bcldb.com/>

### **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)

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	
Address	
Phone Number	
Cell Number	
Email Address	
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?	
<i>If additional parking is required, please contact the Surrey School Board to inquire about renting the parking lot at the Port Kells Elementary School</i>	
<b>Below additional information is required for Social Event Requests</b>	
Selling Food	Yes <input type="checkbox"/> (food permit is required)      No <input type="checkbox"/>
Selling Alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Playing Music: SOCAN/Re: Sound	With dancing <input type="checkbox"/> without dancing <input type="checkbox"/> No <input type="checkbox"/>
Additional Comments:	
Return to: <a href="mailto:station1271bookings@iaff1271.org">station1271bookings@iaff1271.org</a>	

*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.*