

# Permit



PRC Administration  
2301-3713 Kensington Ave  
Burnaby, BC V5B 0A7

PHONE:(604) 294-7450  
EMAIL:parksrecandculture@burnaby.ca

**Permit # R13291**

**Status** Approved  
**Date** Jan 22, 2025 4:47 PM

<b>Organization Name</b>	B.C. Christian Soccer League* - 11665	<b>Organization Phone 1 Number</b>	(604) 809-1457
<b>Customer Type</b>	Community Group	<b>Organization Phone 2 Number</b>	(604) 984-6422x223
<b>Organization Address</b>	201 E 23rd St North Vancouver, BC V7L 3E4	<b>Work Phone Number</b>	(604) 809-1457
<b>Agent Name</b>	Dave Sattler	<b>Home Phone Number</b>	(604) 980-2817
		<b>Email Address</b>	daves@nsac.bc.ca
<b>System User</b>	00061844		

Rental Fee	\$823.50
GST	\$41.19
Discounts	\$0.00
Subtotal	\$864.69
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$864.69</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$864.69

## SE-BCCSL Finals - July 4, 2025

4 resource(s) 4 booking(s) **Subtotal: \$823.50**

### Event Notes:

THIS FACILITY HAS A CITY OPERATED CONCESSION. FOR CONCESSION HOURS OF OPERATION DURING YOUR EVENT PLEASE CONTACT ROSARY FONG AT 604-320-2204.

### Booking Summary

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
<b>BLW Field 3 (Sport Ad under R60%)</b> Center: Burnaby Lake Sports Complex West (BLW)			
Fri, Jul 4, 2025 7:30 PM	Fri, Jul 4, 2025 10:30 PM	1	\$274.50
<b>BLW Field 4 (Sport Ad under R60%)</b> Center: Burnaby Lake Sports Complex West (BLW)			
Fri, Jul 4, 2025 7:30 PM	Fri, Jul 4, 2025 10:30 PM	1	\$274.50
<b>BLW Field 5 (Sport Ad under R60%)</b> Center: Burnaby Lake Sports Complex West (BLW)			
Fri, Jul 4, 2025 7:30 PM	Fri, Jul 4, 2025 10:30 PM	1	\$274.50
<b>BLW Meeting Room 2 (Special Event - BLW)</b> Center: Burnaby Lake Sports Complex West (BLW)			
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX

Custom Questions

QUESTION	ANSWER
Does the customer have SBC (CoB provided) insurance, FUP/AON insurance, private insurance or are they self-insured?	Insurance in progress

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
FAC: Outdoor Facility Waiver	Jul 4, 2025	Dave Sattler	Unsigned

Mailing Address:

City of Burnaby  
 Parks, Recreation and Culture 2301 – 3713 Kensington Avenue Burnaby, BC V5B 0A7  
 Phone: 604.294.7222  
 Email: parksallotments@burnaby.ca

Allotments/Payment:

To retain an allotment all required documentation, signed agreements and payment are due immediately upon receipt. Failure to meet these requirements may result in cancellation of the allotment. Payment of fees may be made to the Booking Clerk, at the above address, Monday-Friday, 8:00am - 4:00pm, or by phoning 604.294.7222 with a Visa, MasterCard or American Express. Payment may also be mailed to the above address. Make cheques payable to the City of Burnaby.

General or Emergency Facility Problems:

Contact Parks Patrol at 604.294.7200 evenings and weekends.

Field Closures:

Field closures are necessary to protect the quality of these facilities and the safety of our users. It is the responsibility of the Licensee to verify field (s) status. Please check the City's website, [www.burnaby.ca/fieldstatus](http://www.burnaby.ca/fieldstatus). Playing on a closed field could result in loss of allotment, fine, and/or team suspension.

General Conditions of Agreement for All Uses of Facilities:

1. The Licensee is responsible for leaving the fields, changerooms and/or facility clean and litter free and may be billed for any subsequent cost incurred by the City for clean-up.
2. All groups shall use only non-toxic sports field whitening when lining Burnaby Parks fields or diamonds.
3. Smoking is not permitted on City of Burnaby Parks property or on Burnaby School District property.

Burnaby Parks, Recreation and Culture policies require that unless specifically permitted:

1. Vehicles must be parked in designated parking areas. Vehicles parked illegally or inside park sites will be towed at owner's expense.
2. Services of food is subject to health authority regulations.
3. The sale of goods, the collection of an administration fee, or the operation of a concession is prohibited.
4. The operation of a public address system or amplified music is not permitted.
5. No alcoholic beverages are to be dispensed, sold or consumed in the park at any time.
6. Signage, banners, or advertisements are not permitted.
7. The erection of structures, fences, poles, tents, stages, bleachers, portable toilets, the use of fireworks, or the installation of electricity is prohibited.
8. The City of Burnaby aims to provide an inclusive environment for all. RESPECTFUL, SAFE, RESPONSIBLE. Disruptive behaviour or any form of discrimination, harassment or abuse towards members of the public or staff will not be tolerated.

Cancellations and Refunds:

One Time Reservations – General

- Customer provides 30+ days cancellation notice – Full refund
- Customer provides 14-30 days cancellation notice – 50% refund
- Customer provides less than 14 days cancellation notice – No refund
- No show – No refund
- City cancels the reservation – Full refund

One Time Reservations – Community

- Customer provides 14+ days cancellation notice – Full refund
- Customer provides 7-14 days cancellation notice – 50% refund
- Customer provides less than 7 days cancellation notice – No refund
- No show – No refund
- City cancels the reservation – Full refund

Ongoing Reservations – General

- Customer provides 30+ days cancellation notice – Full refund
- Customer provides 14-30 days cancellation notice – 50% refund
- Customer provides less than 14 days cancellation notice – No refund
- No show – No refund
- City cancels the reservation – Full refund

Ongoing Reservations – Community

- Customer provides 14+ days cancellation notice – Full refund
- Customer provides 7-14 days cancellation notice – 50% refund
- Customer provides less than 7 days cancellation notice – No refund
- No show – No refund
- City cancels the reservation – Full refund

The Licensee must carry the Permit and present it upon request. Permits will be revoked without payment or any compensation in the event of a breach of any laws, by-laws, or conditions set out herein or in force. The Licensee agrees to be bound by the guidelines listed above.

FAC: Terms & Conditions for Use of a Jul 4, 2025  
City Facility

Dave Sattler

Unsigned

Definitions:

"City" means the City of Burnaby including its elected officials, employee, volunteers, agents and contractors:

"Facility" means the location described on the face of this Agreement, including the building, grounds, sports fields, or rooms, and any equipment or other property of the City made available to the Licensee;

"Facility Damage" means any loss, damage, defacing, destruction, or impairment of City owned equipment or property that is not reasonable wear and tear;

"Licensee" means the party named in the Agreement, including the owners, executive and board members, members, employees, volunteers, agents, and contractors; and

"Licensee Parties" means the Licensee's directors, employees, volunteers, agents, contractors, guests, invitees, participants, and any other persons for whom the Licensee is responsible at law.

1. Location and Charges: The Licensee shall pay all fees and charges for use of the Facility in advance, or as otherwise arranged in writing, and may use only the Facility and equipment specified on the date or dates and during the time period indicated by this Agreement for the purposes specified. Refund guidelines apply, see [www.burnaby.ca/refunds](http://www.burnaby.ca/refunds) for details.

2. Multiple Uses of the Same or Another Facility: If this Agreement is intended for the use of multiple facilities or multiple uses of the same Facility; or for the seasonal use of either the same or multiple Facilities, the parties are hereby agreed that the terms and conditions of this Agreement, and all of them, shall apply to each and every use of a Facility by the Licensee; and, the fact that a site was used or occupied by the Licensee is, in and of itself, sufficient evidence that these terms and conditions apply to the use and occupancy.

3. Observance of Laws: The Licensee agrees to abide by all laws, including without limitation all Federal and Provincial statutes and regulations, and municipal bylaws, regulations, guidelines, orders, directives, rules or policies that govern the use of the Facility and, without limiting the foregoing, shall not obstruct any fire exit or exceed either the seating capacity or occupancy of the Facility.

4. Assumption of Risk: Prior to use the Licensee agrees to make a reasonable inspection of the Facility to ensure that it is suitable for the purposes intended and will at all times exercise reasonable care and due diligence and assume all risks. The City shall not be liable to the Licensee or any Licensee Parties, for any loss or damage to property or for any personal or bodily injury, disease, illness or death, or any other losses, actions, claims, liabilities, or causes of action however incurred or sustained by the Licensee, or any Licensee Parties, during or otherwise in connection with the Licensee's use of the Facility. Subject to section 12, the Licensee acknowledges and agrees that the City has zero tolerance for impairment from, and possession or consumption of, alcohol, illicit drugs, or other intoxicating substances on City-owned property, including the Facility, and that in connection therewith the City may eject the Licensee and any Licensee Parties from the Facility, or terminate this Agreement forthwith.

5. Infectious Diseases: Without limiting the generality of Section 4, the Licensee hereby assumes the risk of possible exposure to and illness from infectious or communicable viruses and diseases, including but not limited to SARS-CoV - 2, Ebola, Influenza and COVID-19 (collectively, "Transmittable Diseases"), incurred or sustained by the Licensee and any Licensee Parties in connection with their use of the Facility. The Licensee knowingly and freely assumes all such risks, both known and unknown, for itself and any Licensee Parties even if arising from the negligence of the City or others. Further, and without limiting the generality of Section 3, the Licensee agrees to comply with all applicable Municipal, Provincial, and /or Federal regulations, guidelines, orders, directives or rules, as may relate to minimizing the risk of transmission of any Transmittable Diseases and agrees to make available to and inform any Licensee Parties using the Facility thereof, including any revisions or updates made to such regulations, guidelines, orders, directives or rules throughout the term of this Agreement.

6. Indemnity and Hold Harmless: The Licensee covenants not to sue or assert any claim against the City and agrees to indemnify and hold the City harmless from and against any and all costs, losses, damages, proceedings, actions, claims, demands, liabilities, and expenses that may be suffered by the City, or which may arise or accrue to any person, firm or corporation, including any Licensee Parties, against the City, which are caused by, or which arise in any manner out of the Licensee's use and occupation of the Facility.

7. Liability Insurance: The Licensee shall obtain and maintain at all times during its use and occupation General Liability insurance with limits of not less than five million dollars per occurrence, with the City of Burnaby named as additional insured. For some events, the City may require liability insurance with higher limits and/or specific coverage extensions. By requiring this, or any, liability insurance with specified minimum limits, the City does not represent that the amount is sufficient and the Licensee shall obtain whatever additional limits that it feels are necessary for its purposes.

8. Facility Damage: The Licensee shall promptly reimburse the City the cost of repairing for any Facility Damage arising in any manner from the rental and/or use of the facility by the Licensee.

9. Force Majeure [and Pre-Emption]: In the event that the Facility, or any part of it, is damaged by any cause or if any other unforeseen event shall reasonably render the fulfillment of this Agreement by the City impossible, then this Agreement shall terminate. The parties also agree that the City may pre-empt and terminate this Agreement for a special event or specific purpose and where possible will attempt to provide reasonable notice to the Licensee and/or an alternate facility within the City. In either case, the Licensee shall be obligated to pay only such amounts that may be payable up to the time of such termination, and the Licensee hereby waives any claim for damages or other compensation should this Agreement be so terminated.

10. Storage: It is agreed that if the Licensee is permitted to keep, leave, or store any property (including cash) at the Facility that the City shall not be liable for loss or damage to any such property regardless of the cause. This includes any property belonging to the guests or invitees of the Licensee or those for whom the Licensee is legally responsible.

11. Not Transferable: This Agreement, and any rights conferred on the Licensee by it, are personal to the Licensee and may not be assigned or transferred to any other party, in whole or in part in default of which the City may terminate the Agreement forthwith and eject such other party from the Facility.

12. Service of Alcohol: If the Licensee is permitted to dispense alcohol, the Licensee agrees that it shall provide satisfactory evidence that it has a valid permit and license, and that its Liability insurance policy is endorsed to include liability for both the service of alcohol and forcible ejection. The Licensee agrees that it will stop dispensing alcohol at any time on the instruction of the City but in any event not less than one hour prior to the finishing time stated elsewhere on this Agreement.

13. Service of Food: If the Licensee is permitted to serve food it shall be responsible to obtain any permit or authorization that may be required from the Medical Health Officer for the Region.

14. Incorporation of Licensee: The undersigned represents that where the Licensee is a group, team, or league that it is registered and incorporated as a legal entity; the undersigned further represents that they are authorized to execute this Agreement on behalf of the Licensee. If for any reason, the Licensee is not a legal entity at the time of use, or if it is determined that the undersigned has no authority to bind the Licensee into this Agreement, then this shall be a personal contract between the undersigned, doing business as the Licensee, and the City.

15. Personal Information: Personal information is collected for the purposes of allocation of City of Burnaby facilities. The City of Burnaby is collecting this information under Section 26 of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the Clerk 4, Parks, Recreation and Cultural Services, #2301 - 3713 Kensington Avenue, Burnaby, BC V5B 0A7, Tel: 604-294-7450

16. Counterparts: This Agreement may be executed and delivered in counterparts, including by electronic means such as pdf, each of which when so executed and delivered will be deemed to be an original and such counterparts together will constitute one and the same instrument.

The undersigned does hereby acknowledge and agree: that they have read, understood, and are hereby bound by this Agreement and the Terms and Conditions above; that they have executed this Agreement on behalf of the Licensee; and, that they are authorized to bind the Licensee to this Agreement by their signature.

FAC: BLW Meeting Room Walver

Jul 4, 2025

Dave Sattler

Unsigned

**Mailing Address:**

City of Burnaby  
Parks, Recreation and Culture 2301 – 3713 Kensington Avenue Burnaby, BC V5B 0A7  
Phone: 604.294.7222  
Email: parksallotments@burnaby.ca

1. The Licensee agrees to comply with the following rules and regulations governing the use of the facility and any other special regulations as stipulated by Parks, Recreation and Culture.

a) The Fire Department regulations limit the capacity of the facilities as follows:

- i) Burnaby Lake Sports Complex - West Meeting Room #1 - 80 people
- ii) Burnaby Lake Sports Complex - West Meeting Room #2 - 35 people

b) The Permit must be signed by a responsible adult (19 years or over) having authority over the group and a responsible adult shall remain with the group at all times while on the premises and be responsible for all group actions.

c) The Licensee may only use those facilities and equipment named in the Permit.

d) All requirements of the Parks Regulation Bylaw of the City shall be complied with, and the ruling or orders of any City employees shall be obeyed promptly.

e) All individuals shall conduct themselves in an orderly manner and the premises shall be left undamaged and in reasonable condition.

f) No special electrical wiring, electrical appliances, plumbing fixtures or pipes shall be installed.

g) No nails, tacks, screws or similar articles shall be driven or placed in any part of any premises of the City.

h) No confetti or glitter products may be used.

2. The Licensee shall not carry on nor do, nor allow to be carried on or done in any building of the City any work, business or occupation which may increase the hazard of fire or liability of any kind, or which may increase the rate of fire insurance against loss by fire or liability upon any said building, or invalidate any policy of insurance of any kind upon or in respect of the same. The Licensee hereby waives notice of the provisions of any such policy of insurance.

**3. Cancellations and Refunds:**

**One Time Reservations – General**

- Customer provides 30+ days cancellation notice – Full refund
- Customer provides 14-30 days cancellation notice – 50% refund
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Payment Schedules				Original Balance: \$864.69	Current Balance: \$864.69
DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE	
Jun 4, 2025	\$864.69	\$0.00	\$0.00	\$864.69	
GST/HST #R121379614					

X:

Date:

**PRC Administration**

Mailing Address: 2301-3713 Kensington Ave, Burnaby, BC  
V5B 0A7  
Phone Number: (604) 294-7450  
Email Address: parksrecandculture@burnaby.ca

X:

Date:

**B.C. Christian Soccer League\***

Customer Type: Community Group  
Customer ID: 99150  
Mailing Address: 201 E 23rd St, North Vancouver, BC  
V7L 3E4  
Organization Phone 1 Number: (604) 809-1457  
Organization Phone 2 Number: (604) 984-6422x223  
Authorized Agent Name: Dave Sattler  
Work Phone Number: (604) 809-1457  
Home Phone Number: (604) 980-2817  
Email Address: daves@nsac.bc.ca