

# General Cost

- Rental Fees are subject to tax.
- SOCAN & Re:Sound fees apply to anyone playing music during a rental.
- Liability insurance is required for all banquets and activity events. Minimum liability must be **\$5,000,000** with City of Richmond and City Centre Association named as additional insureds.
- Equipment Fee is \$50 (screen, projector, etc.)



# General Information

## Booking

- A "Room Rental Request Form" must be completed, signed, and submitted to the Rental Supervisor.
- Bookings are to be taken on a first come, first serve basis.
- A \$500 Damage Deposit is required at time of booking for all "Multipurpose Room" bookings.
- Full payment is due at the time of booking.
- A minimum 2 weeks notice is required for new bookings.
- Rental fees include tables and chairs.
- A Commissionaire will be on-site for large rentals.
- Renters are responsible for their own set-up and take down.

## Parking

- Underground pay parking is in effect for everyone. Please refer to [www.diamondparking.com](http://www.diamondparking.com) for details. Underground parking entrance on Firbridge Way.

## Cancellations, Refunds, & Transfers

- Cancellations must be requested in writing a minimum of 3 weeks in advance.
- No refunds are given if less than 3 weeks notice is given

For more information call us at  
604-204-8568  
or email Toby Lau at  
[tlau@richmond.ca](mailto:tlau@richmond.ca)



# Facility Rentals

CITY CENTRE COMMUNITY CENTRE

5900 Minoru Boulevard  
Richmond, BC, V6X 0L9  
[citycentrecc.ca](http://citycentrecc.ca)  
604-204-8588



## Multipurpose Room 1

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**Max capacity:** 150 people

- 84 banquet style with screen down
- 105 banquet style
- 140 lecture style

**Rental Fee:**

- \$500 per event (8hr max) or
- \$80 per hour (3hr min)

**Damage Deposit:** \$500

**Facilities:**

- tables and chairs included
- large projection screen
- 2 microphone jacks
- HDMI and VGA connection
- RCA/3.5mm audio connection

## Meeting Room 1

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**Max capacity:** 16 people

**Rental Fee:** \$ 30 per hour\*

\*reduced rate if booked with Multipurpose Room 1

**Facilities:**

- tables and chairs included
- TV with HDMI and VGA connection

## Multipurpose Room 4

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**Max capacity:** 150 people

- 105 banquet style
- 120 lecture style

**Rental Fee:**

- \$500 per event (8hr max) or
- \$80 per hour (3hr min)

**Damage Deposit:** \$500

**Facilities:**

- tables and chairs included
- large projection screen
- 2 microphone jacks
- HDMI and VGA connection
- RCA/3.5mm audio connection
- Limited kitchen access upon request

## Meeting Room 2

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**Max capacity:** 12 people

**Rental Fee:** \$ 30 per hour

**Facilities:**

- tables and chairs included
- TV with HDMI and VGA connection

## Multipurpose Room 2

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**Max capacity:** 80 people

- 60 lecture style

**Rental Fee:** \$80 per hour

**Damage Deposit:** \$500

**Facilities:**

- tables and chairs included
- 1 microphone jack
- RCA/3.5mm audio connection

## Meeting Room 3

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**Max capacity:** 8 people

**Rental Fee:** \$ 15 per hour

**Facilities:**

- tables and chairs included

## Music Room 3

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**Max capacity:** 4 people

**Rental Fee:** \$30 per hour