## **General Cost**

- Rental Fees are subject to tax.
- SOCAN & Re:Sound fees apply to anyone playing music during a rental.
- Liability insurance is requires 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 requires 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.

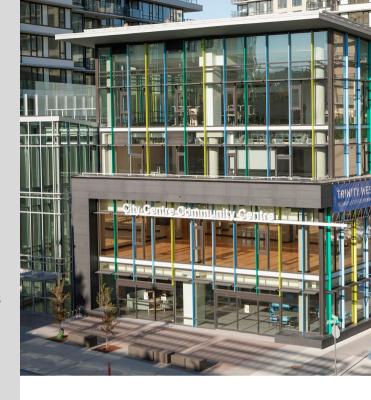
#### **Parking**

 Underground pay parking is in effect for everyone. Please refer to www.diamondparking.com for details. Underground parking entrance on Firbridge Way.

#### **Cancellations. Refunds. & Transfers**

- Cancellations must be requested in writing a minimun 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



# Facility Rentals

#### CITY CENTRE COMMUNITY CENTRE

5900 Minoru Boulevard Richmond, BC, V6X 0L9 citycentrecc.ca 604-204-8588





### Multipurpose Room 1



#### 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

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



#### 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**

Max capacity: 12 people Rental Fee: \$ 30 per hour

#### Facilities:

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

### Multipurpose Room 2



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

Max capacity: 8 people Rental Fee: \$ 15 per hour

**Facilities:** 

tables and chairs included

### **Music Room 3**

Max capacity: 4 people
Rental Fee: \$30 per hour