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.
- Magicians and costumed performers, etc., are permitted, must have 3rd party liability insurance of **$5,000,000**
- Equipment Fee is $50 (screen, projector, etc.)

Cancellations, Refunds, & Transfers

- For a full refund, written notice must be given 1 month in advance.
- Notice provided less than 1 month but more than 2 weeks will receive a 50% refund.
- All cancellations made with less than 2 weeks notice are NOT entitled to a refund.

General Information

- Bookings are for Multipurpose room only
- An Online Room Rental Request Form must be completed and submitted.
- Bookings are to be taken on a first come, first serve basis.
- A $500 Damage Deposit is required at time of booking.
- Full payment is due at the time of booking.
- A minimum 2 weeks notice is required for new bookings.
- A Commissionaire will be on-site.
- Rental fees include tables and chairs.
- Renters are responsible for their own set-up and take down.
- Bouncy Castles and live animal performances not permitted

Bowling Green Community Activity Centre

Facility Rentals

6131 Bowling Green Rd
Richmond, BC, V6Y 4G2
www.richmond.ca/rentals

CITY CENTRE
COMMUNITY ASSOCIATION

Richmond

Parking & Directions

- Parking lot entrance will be on Westminster HWY and the lot is located at 6100 Bowling Green Rd.
- It is paid parking and we encourage individuals to walk, cycle, or use public transit.

Multipurpose Room

Max Capacity: 146 People
- 100 Lecture style
- 80 Banquet style

Rental Fee:
- $86.50 per hour
- Minimum 3 hours

Damage Deposit:
- $500.00

Facilities:
- Tables and chairs included
- Projector screen
- Microphones jacks
- HDMI and Bluetooth connection
- Limited kitchen access- Storage fridge/freezer. Usage of microwave

Booking Information

- Booking requests starting from April 2026
- Fill the online form: www.richmond.ca/rentals

For questions and inquires, please contact:

CITY CENTRE COMMUNITY CENTRE

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