

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 million**
- 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.
- Bouncy Castles and live animal performances not permitted

Parking

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

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.



Facility Rentals

CITY CENTRE COMMUNITY CENTRE

5900 Minoru Boulevard
Richmond, BC, V6X 0L9
www.richmond.ca/rentals
604-204-8588



Multipurpose Room 1



Max capacity: 150 people

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

Rental Fee:

- \$84 per hour

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: \$ 31 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:

- \$84 per hour

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: \$ 31 per hour

Facilities:

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

Multipurpose Room 2



Max capacity: 60 people

- 60 lecture style

Rental Fee:

- \$84 per hour

Damage Deposit:

- \$500

Facilities:

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



For more information call us at
604-204-8588
or email City Centre at
CityCentre@richmond.ca