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

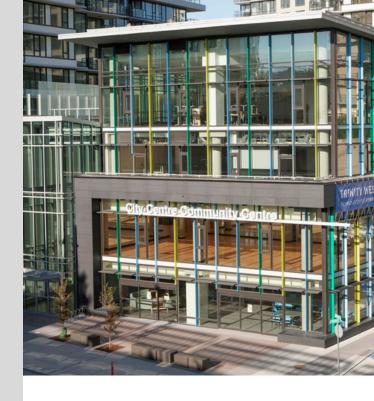
- A "Room Rental Request Form" must be completed, signed, and submitted to the Rental Supervisor.
- Bookings are to be taken on a first come, first serve basis.
- A \$500 Damage Deposit is required at time of booking for all "Multipurpose Room" bookings.
- Full payment is due at the time of booking.
- A minimum 2 weeks notice is 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.
- 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