

# General Information

## Booking

- A “Room Rental Request Form” must be completed, signed and submitted to the Recreation Facility Clerk.
- Bookings are taken on a first come first serve basis.
- A \$200 Damage Deposit is required at time of booking for all “Multipurpose Room” bookings.
- Full payment is due at the time of booking.
- A minimum of 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 setup 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 is 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 604-204-8588 or Monique Hewitt at 604-204-8566 ([mhewitt@richmond.ca](mailto:mhewitt@richmond.ca))

## General Cost

- Rental Fees are subject to tax.
- SOCAN & RE-SOUND Fees applies to anyone playing music during a rental.
- Liability Insurance is required for all banquets and activity events. Minimum liability must be \$2,000,000 with the City of Richmond and City Centre Community Association named as additional insured.

# Facility Rentals



## City Centre Community Centre

5900 Minoru Blvd.  
Richmond, BC V6X 4C7  
604-204-8588  
[www.mycitycentre.org](http://www.mycitycentre.org)





### Multipurpose Room 1

- Maximum Capacity:** 200 people
- 84 banquet style with screen down
  - 105 banquet style with no screen usage
  - 140 lecture style

- Rental Fee:**
- \$425 per event (8 hours max) OR
  - \$80 per hour (min 3 hours)

**Damage Deposit:** \$200

- Facilities:**
- Tables and chairs included
  - Large projection screen
  - 2 microphone jacks
  - HDMI and VGA connection
  - RCA/3.5mm audio connection



### Multipurpose Room 4

- Maximum Capacity:** 190 people
- 105 banquet style
  - 120 lecture style

- Rental Fee:**
- \$425 per event (8 hours max) OR
  - \$80 per hour (min 3 hours)

**Damage Deposit:** \$200

- Facilities:**
- Tables and chairs included
  - Large projection screen
  - 2 microphone jacks
  - HDMI and VGA connection
  - RCA/3.5mm audio connection
  - Full kitchen access



### Meeting Room 1

- Maximum Capacity:** 16 people
- Rental Fee:** \$30 per hour\*
- \*reduced rate if booked with Multipurpose Room 1

- Facilities:**
- Tables and chairs included
  - TV with HDMI & VGA connection



### Meeting Room 3

- Maximum Capacity:** 8 people
- Rental Fee:** \$15 per hour
- Facilities:**
- Tables and chairs included



### Meeting Room 2

- Maximum Capacity:** 12 people
- Rental Fee:** \$30 per hour

- Facilities:**
- Tables and chairs included
  - TV with HDMI & VGA connection

### Music Room 3

- Maximum Capacity:** 4 people
- Rental Fee:** \$15 per hour

\*Rental requests for rooms not listed will be considered on a case by case basis.



### Multipurpose Room 2

- Maximum Capacity:** 100 people
- 60 lecture style

**Rental Fee:** \$50 per hour

**Damage Deposit:** \$200

- Facilities:**
- Tables and chairs included
  - 1 microphone jack
  - RCA/3.5mm audio connection

