

Requirements

Liability Insurance - ERC Hall

\$5 million general liability insurance is required for all parties/receptions.

The insurance certificate must name the City of Richmond and the East Richmond Community Association as additional insured.

If liquor is present, insurance policy must state "Liquor Special Event Permit".

*The name on the rental contract and insurance policy must be the same.

Liability Insurance - Main Building

Same as above, but with addition of Richmond School District #38 to additional insured.

Liquor License

If liquor is present, a liquor license must be obtained and posted at the event.

A copy of the insurance policy and liquor license must be submitted at least one week before the rental date.

By law we are required to collect fees on behalf of Socan and Re:Sound.

SOCAN Fees

Music and Dancing	\$44.13
Background music only	\$22.06

A performance rights organization that represents the performing rights of songwriters, composers and music publishers and collects license fees through a music licensing program approved by the Copyright Board of Canada.

Re:Sound Fees

Music and Dancing	\$18.51
Background music only	\$9.25

Re:Sound is the non-profit performance rights organization that collects and administers Neighbouring Rights royalties on behalf of recording artists.

Availability and Rates

Rates

\$80.00/hour with three hour minimum (+GST)

\$500.00 refundable damage/cleaning deposit

Payment

A damage deposit and 50% of rental fee is required at time of booking for the Hall. The remaining balance is due one month before the rental date.

Full payment required at time of booking for room/meeting rentals.

Refunds

Hall Rentals

Full refund given, if cancelled more than one month before the event.

Request received less than one month before event - 50% withheld.

Room/Meeting Rental

Full refund given, if cancelled more than one week before the rental.

Request received less than one week before event - 50% withheld.

Request received less than 24 hours before event - no refund.

Call 604-238-8399 for availability.

Set-up/takedown is included in rental time.

Rental Group responsible for:
Set-up and takedown of table and chairs

ERC Hall only: Removing all garbage including washrooms, and place in garbage bin at rear of building. (Garbage bags are supplied)

ERC Hall rental includes use of the kitchen, table and chairs. We do not supply linens, tableware or catering.

East Richmond Community Association

Rental Brochure

Cambie Community Centre

12800 Cambie Road
Richmond, BC V6V 0A9

Phone: 604-238-8399

Fax: 604-278-2609

www.richmond.ca/cambie

Cambie Community Centre

12800 Cambie Road



East Richmond Community Hall

12360 Cambie Road



Cambie Community Centre

All rooms (excluding Gym) are available to rent when they are not being used for programs. We have a banquet hall at the East Richmond Community Hall that accommodates 100 people. There is staff on duty for all rentals.

Facility Hours

Monday to Friday	7:00am-9:45pm
Saturday	9:00am-8:45pm
Sunday	9:00am-9:45pm

*Summer and holiday hours vary - please visit www.richmond.ca for seasonal and holiday hours.

Multipurpose Room 1



(21' x 32') 30-40 capacity

East Richmond Community Hall Main Hall



(51' x 46') 100 capacity (seated)

Meeting Rooms Cambie Community Centre

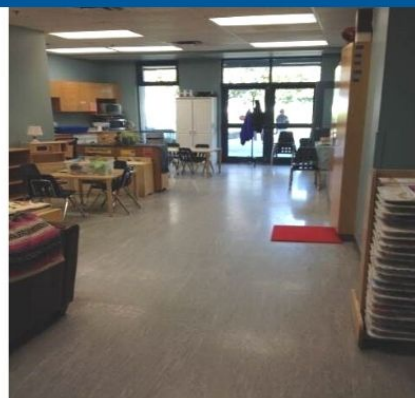
Available during facility hours. Tables and chairs will be supplied, but you are required to set-up and takedown. Deposit is required at time of booking. Insurance may apply.

Board Room



(14' x 22') 15-20 capacity

Multipurpose Room 2



(15' x 32') 25-30 capacity

Rates	\$30.00/hr + GST
Damage deposit	\$50.00

Liability insurance may be required

For more information or to book a room or the hall, please call 604-238-8399.

Kitchen



The kitchen is included with hall rental and has 10 burner stove, double oven, large fridge, and 20 feet of prep space.
The kitchen is not available for rent on its own.