

Type of Rental	
<b>Meetings</b>	Do not require a damage deposit – must sign an Indemnity Agreement. Minimum of 1 hour including set up & take down.
<b>Events</b> (birthday parties, gathering with food, etc)	Must provide a damage deposit of \$150.00 and proof of insurance of \$2,000,000.00. Minimum of 2 hours including set up & take down.

Rentals are during regular business hours **ONLY**. Tables and chairs are included in all rentals based on room capacity. Renters must supply their own catering services, cups, dishes, cutlery, etc. and must cover all tables with tablecloths.

**LIQUOR LICENSE is required** when liquor is being served and must be presented to the Community Centre staff **prior** to the event.

**SOCAN FEES** (Society of Composers, Authors and Music Publishers of Canada) – Renters are required to pay this fee if there will be music involved in the event. **\*with dancing \$41.13+ HST \*\*without dancing \$20.56 + HST**

Renters are required to obtain their own **LIABILITY INSURANCE OF \$2,000,000.00**. The Certificate of Insurance must name the City of Richmond and Hamilton Community Association. If liquor is present this should state **“host liquor liability”**.

**Refund Policy: NO** refund of damage deposit for event rentals if cancelled 1 week or less. No refund of Meeting payment if cancelled less than 48 hours. **FULL** payment must be received at the time of booking.



# Hamilton Community Centre

## Rental Information



Multi-Purpose 1



Multi-Purpose 3



Multi-Purpose 2



Meeting Room 2



Meeting Room 1



Kitchen

5140 Smith Drive, Richmond BC, V6V 2W5

Phone: 604.718.8055

Email: hamilton@richmond.ca



## Multi-Purpose 1



\$ 40.00/hr + HST  
30 maximum capacity  
900 sq. ft.  
For 0-6 year old events only

## Multi-Purpose 2



\$ 40.00/hr + HST  
40 maximum capacity  
995 sq. ft.

**AUDIO/VISUAL EQUIPMENT (projection system): \$30.00** Flat Rate + HST + **\$300.00** Damage Deposit (post dated cheque or credit card required with Rental Package)

## Multi-Purpose 3



\$ 40.00/hr + HST  
50 maximum capacity  
1010 sq. ft.

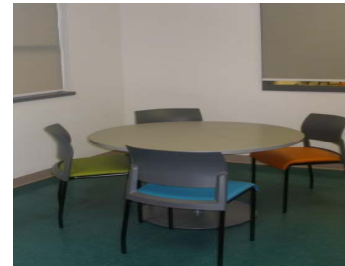
## Meeting Room 1



\$ 20.00/hr + HST  
15 maximum capacity  
250 sq. ft.

**AUDIO/VISUAL EQUIPMENT (Flat screen TV with PC connection): \$10.00** Flat Rate+ HST + **\$100.00** Damage Deposit (post dated cheque or credit card required with Rental Package)

## Meeting Room 2



\$ 15.00/hr + HST  
6 maximum capacity  
175 sq. ft.

## Kitchen (Add-On)



**\$ 10.00** + HST = Includes basic use of Microwave, Fridge, Coffee/Tea, and Utensils.

**\$ 20.00** + HST = Includes full use of Kitchen (all of the above + Stove/Oven and Dishwasher) Commercial kitchen, must have **Food Safe Certification** and present a copy with Rental Package.