

## General Info

- Room rental requests must be made at least 2-4 weeks in advance.
- Space is not guaranteed until full payment is received.
- Full payment must be made a minimum of one (1) week prior to the rental date.
- A damage deposit is due with each rental (amount depends on total rental fee).
- Mandatory insurance requirement for all rentals: Minimum liability of \$2,000,000 with the City of Richmond as the additional named insured.
- The rooms are available for rent during the following hours:

Mondays to Fridays  
9:00am – 8:30pm

Saturdays and Sundays  
9:00am – 4:30pm



## General Costs

- Rental fees include tables and chairs.
- Accessories Rates:
  - ◆ Podium / Lectern – Free
  - ◆ Rolling White Board – Free
  - ◆ A / V System
    - Atrium: \$75
    - Performance Hall: \$200
- SOCAN and Re: Sound fees apply to anyone playing music with their rental.
  - ◆ SOCAN
    - ◆ \$63.49 for music and dancing
    - ◆ \$31.72 for music only
  - ◆ Re: Sound
    - ◆ \$26.63 for music and dancing
    - ◆ \$13.30 for music only

## Richmond Cultural Centre

7700 Minoru Gate  
Richmond, BC  
V6Y 1R9  
604-247-8300

[www.richmond.ca/culturalcentre](http://www.richmond.ca/culturalcentre)

*Updated: Mar 2021*



## Richmond Cultural Centre

# Room Rental Information

The Richmond Cultural Centre is pleased to offer several rooms within the centre for arts and cultural affiliated rentals. This brochure outlines the various rooms and their amenities as well as the rental costs and regulations associated with rentals.



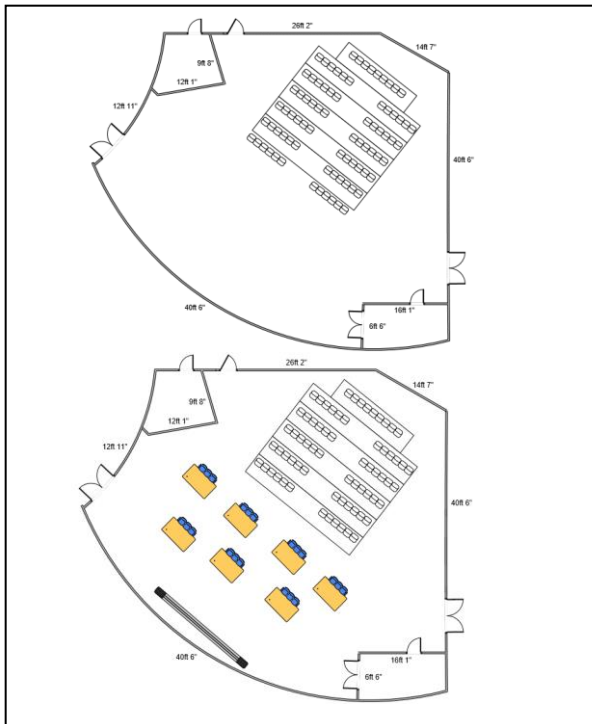
For more information, to check availability or to book a room rental, please contact:

Cultural Centre Administrator  
Telephone: 604-247-8335  
Email: [CulturalCentre@richmond.ca](mailto:CulturalCentre@richmond.ca)

Or fill in the on-line request form at  
[www.richmond.ca/culturalcentre/rentals](http://www.richmond.ca/culturalcentre/rentals)

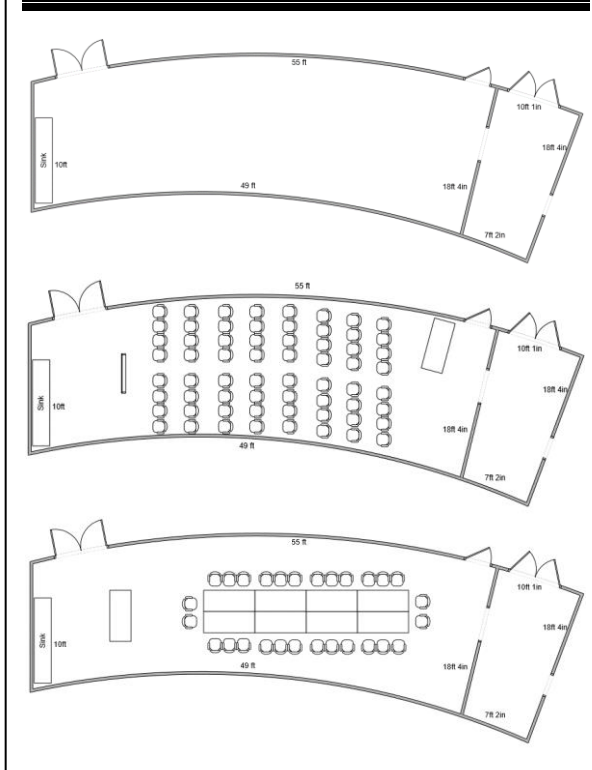
## Performance Hall

The Performance Hall is a spacious room with elevated seating suitable for various events. With the addition of a large 12 x 9 screen, it is now the perfect room to host screening and presentations.



## Atrium Room

This updated space offers a view of the Plaza with floor-to-ceiling windows. Host various workshops and interactive programs with access to portable white boards and flexible seating.



### Maximum Capacity:

- \* 120 people theatre style
- \* 65 with tables and chairs (floor capacity)

### Rental Packages (per four hour blocks)

#### Basic Package

- \$300 – rental room only

#### A/V Package

- \$200 per day for audio and video system
  - Max 4 microphones

### SOCAN / Re:SOUND Fees:

- ♦ \$31.72 / \$13.30 music only
- ♦ \$63.49 / 26.63 music and dancing

### Maximum Capacity:

- \* 85 standing room only
- \* 65 people theatre style
- \* 40 with tables and chairs

### Rental Packages (per four hour blocks)

#### Basic Package

- \$150 – rental room only

#### A/V Package

- \$75 per day for portable audio and video system

### SOCAN / Re:SOUND Fees:

- ♦ \$31.72 / \$13.30 music only
- ♦ \$63.49 / 26.63 music and dancing