

# General Information

- Room rental requests must be made at least 2-4 weeks in advance. 4 weeks in advance for rentals requiring the theatre package.
- Full payment must be made a minimum of 1 week prior to the rental date.
- Space is not guaranteed until full payment is received.
- 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.
- Cancellation without penalty can be made no later than 48 hours in advance of the event date; otherwise 100% of the rental room charge will apply.
- The rooms are available for rent during the following hours.
  - ❖ Mondays to Fridays 9:00am-8:30pm
  - ❖ Saturdays and Sundays 10:00am-4:30pm
- Applicant must vacate by 8:30pm Monday to Friday and 4:30pm Saturday and Sunday to allow for staff to close facility. A late charge of \$200 per hour may be issued for late closure.
- SOCAN and Re-Sound fees apply to anyone playing music with their rental. See [www.entandemlicensing.com](http://www.entandemlicensing.com)
  - ❖ \$90.12 music and dancing
  - ❖ \$45.02 music only



## Richmond Cultural Centre Room Rental Information

The Richmond Cultural Centre is pleased to rent rooms for arts and cultural affiliated activities and programs. This brochure describes the available spaces, their amenities, and the rental fees and regulations associated with them.



For more information, please refer to [Richmond Cultural Centre - Room Rentals](#)

To check availability or to book a room rental, please contact the Cultural Centre Administrator.

**Cultural Centre Administrator**

Telephone: 604-247-8335

Email: [CulturalCentre@richmond.ca](mailto:CulturalCentre@richmond.ca)

Online Request: [Richmond.ca/CulturalCentre](http://Richmond.ca/CulturalCentre)

# Atrium Room

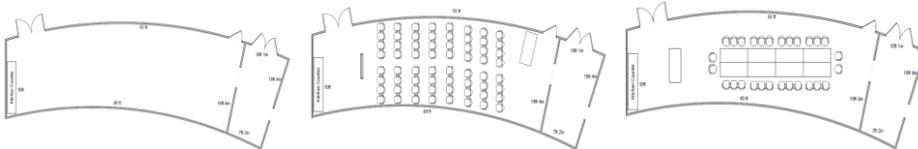
This space offers a view of the Plaza with floor-to-ceiling windows. It is equipped for workshops and interactive programs with access to portable white boards and flexible seating.



## Max. Capacity:

- 85 people (Standing only)
- 65 people (Chairs only)
- 40 people (Tables & Chairs)

## Floorplan Options:



## Basic Room Rental Fees:

- \$150 (4 hour minimum) / \$50 – each additional hour
- Tables/ Chairs/ Screen/ Rolling White Boards – FREE

## Equipment Fees:

- Portable AV Package (Projector/ Screen/ Speaker/ Mic) \$75

\* Please speak with administrator for packages details

# Performance Hall

The Performance Hall is a spacious room with elevated seating suitable for various events, performances and programs. With a large 12 x 9 screen, it is well-suited to host screenings and larger presentations.

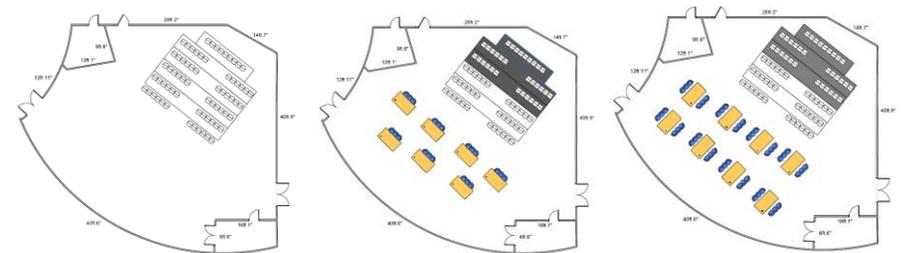
**Only reserved for Arts, Culture and Heritage related function and rentals**



## Max. Capacity:

- 120 people Theatre Style (Standing only)
- 65 people Classroom Style (Tables & Chairs)
- 84 people Workshop Style (Tables & Chairs)

## Floorplan Options:



## Basic Room Rental Fees:

- \$300 (4 hour minimum) / \$100 – each additional hour
- Tables/ Chairs/ Screen/ Podium/ Rolling White Boards - FREE

## Equipment Fees:

- AV Package (Projector/ Screen/ Speakers / Mic) \$200
- Theatre Package (AV + Theatre Lights) \$1000

\* Please speak with administrator for packages details