General Cost

- Rental Fees are subject to tax.
- SOCAN & Re:Sound fees apply to anyone playing music during a rental.
- Liability insurance is requires for all banquets and activity events. Minimum liability must be **$5,000,000** with City of Richmond and City Centre Association named as additional insureds.
- Equipment Fee is $50 (screen, projector, etc.)

General Information

Booking

- A "Room Rental Request Form" must be completed, signed, and submitted to the Rental Supervisor.
- Bookings are to be taken on a first come, first serve basis.
- A $500 Damage Deposit is required at time of booking for all "Multipurpose Room" bookings.
- Full payment is due at the time of booking.
- A minimum 2 weeks notice is requires for new bookings.
- Rental fees include tables and chairs.
- A Commissionaire will be on-site for large rentals.
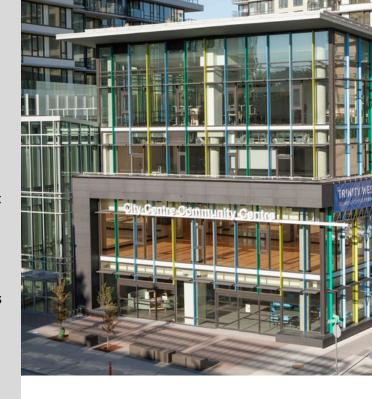- Renters are responsible for their own set-up and take down.

Parking

- Underground pay parking is in effect for everyone. Please refer to www.diamondparking.com for details. Underground parking entrance on Firbridge Way.

Cancellations, Refunds, & Transfers

- Cancellations must be requested in writing a minimun 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 email Kyle Chakal at KChakal@richmond.ca

Facility Rentals

CITY CENTRE COMMUNITY CENTRE

5900 Minoru Boulevard
Richmond, BC, V6X 0L9
citycentrecc.ca
604-204-8588

CITY CENTRE
COMMUNITY ASSOCIATION

Richmond

Multipurpose Room 1

Max capacity: 150 people
- 84 banquet style with screen down
- 105 banquet style
- 140 lecture style

Rental Fee:
- $500 per event (8hr max) or
- $80 per hour (3hr min)

Damage Deposit: $500

Facilities:
- tables and chairs included
- large projection screen
- 2 microphone jacks
- HDMI and VGA connection
- RCA/3.5mm audio connection

Meeting Room 1

Max capacity: 16 people

Rental Fee: $ 30 per hour*

*reduced rate if booked with Multipurpose Room 1

Facilities:
- tables and chairs included
- TV with HDMI and VGA connection

Multipurpose Room 4

Max capacity: 150 people
- 105 banquet style
- 120 lecture style

Rental Fee:
- $500 per event (8hr max) or
- $80 per hour (3hr min)

Damage Deposit: $500

Facilities:
- tables and chairs included
- large projection screen
- 2 microphone jacks
- HDMI and VGA connection
- RCA/3.5mm audio connection
- Limited kitchen access upon request

Meeting Room 2

Max capacity: 12 people

Rental Fee: $ 30 per hour

Facilities:
- tables and chairs included
- TV with HDMI and VGA connection

Multipurpose Room 2

Max capacity: 60 people
- 60 lecture style

Rental Fee: $80 per hour

Damage Deposit: $500

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

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COMMUNITY ASSOCIATION

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