



Cambie Community Centre

FACILITY RENTALS



12800 Cambie Road
Richmond BC
V6V 0A9

604-238-8399
richmond.ca/rentals
cambie@richmond.ca

General Information

Rental Time Includes Set-Up & Take-Down

- Your reserved rental time includes both set-up and take-down. Please plan accordingly to ensure your event begins and ends within your scheduled time.

Set-Up, Take-Down & Clean-Up

- Renters are responsible for their own set-up, take-down, and general clean-up of the space.

Tables & Chairs

- Tables and chairs are included with your rental.

Decorations

- Renters are welcome to decorate; however, decorations must not cause any damage to the space.
 - Painters tape only (no staples, nails, or tacks).
 - Items already displayed on the walls may not be removed.

Garbage Removal

- Renters are responsible for removing all garbage from the hall at the end of the event. Garbage bags will be supplied.

Refunds and Adjustments

East Richmond Community Hall

- Full refund for cancellations one month prior to the event.
- Cancellations with less than one month's notice will only receive 50% back.

Cambie Community Centre - Room Rentals

- Full refund is given for cancellations with more than one week's notice
- Cancellations with less than one week's notice will only receive 50% back.
- No refunds are given for cancellation requests less than 24 hours before the event.

Any request for adjustments to the rental such as time extensions must be received at least 3 business days before the rental to be considered. There are no extensions on day of rental.

Requirements

Insurance

- \$5,000,000 (five million dollars) General Liability Insurance is required for all parties and receptions.
- The insurance certificate must name:
 - The City of Richmond
 - The East Richmond Community Association as additional insured.
 - Richmond School District No. 38 (for room rentals at Cambie Community Centre only)
- The name listed on the rental contract must match the name on the insurance policy

Liquor License

- For rentals at East Richmond Community Hall only
- If alcohol is present at the event, the insurance policy must include Host Liquor Liability coverage.

The copy of the insurance policy and liquor license must be submitted via email (cambie@richmond.ca) at least one week prior to the rental date.

Damage Deposits

East Richmond Community Hall

- Damage deposit (\$500) 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.

Cambie Community Centre

- Damage Deposit (\$500) and full payment required at time of booking for room/meeting rentals.

Multipurpose Room 1



21' x 32' - 20-person capacity

Multipurpose Room 2



15' x 32' - 15-person capacity

Board Room



14' x 22' - 12-person capacity



Scan the QR code or visit richmond.ca/rentals to complete our booking request form.

Rates

Cambie Community Centre - Room Rental
\$31.93/hour + GST

East Richmond Community Hall
\$86.52/hour + GST (3-hour minimum)

SOCAN and RE:Sound Fees are applied to all rentals playing music:

- \$32.87 for any rentals with music (no dancing)
- \$65.78 for any rentals with music and dancing

East Richmond Community Hall

12360 Cambie Road



51' x 46' - 100-person capacity



Use of the kitchen is included with hall rental. The kitchen features:

- 10-burner stove
- Double oven
- Large refrigerator
- 20 feet of prep space

The kitchen is not available for rent on its own.