

General Information

Booking

- A "Room Rental Request Form" must be completed, signed and submitted to the Recreation Facility Clerk.
- Bookings are taken on a first come first serve basis.
- A \$200 Damage Deposit is required at time of booking for all "Multipurpose Room" bookings.
- Full payment is due at the time of booking.
- A minimum of 2 weeks notice is required for new bookings.
- Rental fees include tables and chairs.
- A Commissionaire will be on site for large rentals.
- Renters are responsible for their own setup and take down.

Parking

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

Cancellations, Refunds & Transfers

- Cancellations must be requested in writing a minimum 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 Monique Hewitt at 604-204-8566 (mhewitt@richmond.ca)

General Cost

- Rental Fees are subject to tax.
- SOCAN & RE-SOUND Fees applies to anyone playing music during a rental.
- Liability Insurance is required for all banquets and activity events. Minimum liability must be \$2,000,000 with the City of Richmond and City Centre Community Association named as additional insured.
- Equipment Fee is \$50 (screen, projector, etc)

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Facility Rentals



City Centre Community Centre

5900 Minoru Blvd.
Richmond, BC V6X 4C7
604-204-8588
www.mycitycentre.org





Multipurpose Room 1

- Maximum Capacity:** 160 people
- 84 banquet style with screen down
 - 105 banquet style with no screen usage
 - 140 lecture style

Rental Fee:

- \$425 per event (8 hours max) OR
- \$80 per hour (min 3 hours)

Damage Deposit: \$200

- Facilities:**
- Tables and chairs included
 - Large projection screen
 - 2 microphone jacks
 - HDMI and VGA connection
 - RCA/3.5mm audio connection



Multipurpose Room 4

- Maximum Capacity:** 150 people
- 105 banquet style
 - 120 lecture style

Rental Fee:

- \$425 per event (8 hours max) OR
- \$80 per hour (min 3 hours)

Damage Deposit: \$200

- Facilities:**
- Tables and chairs included
 - Large projection screen
 - 2 microphone jacks
 - HDMI and VGA connection
 - RCA/3.5mm audio connection
 - Full kitchen access



Meeting Room 1

Maximum Capacity: 16 people

Rental Fee: \$30 per hour*
*reduced rate if booked with Multipurpose Room 1

- Facilities:**
- Tables and chairs included
 - TV with HDMI & VGA connection



Meeting Room 3

Maximum Capacity: 8 people

Rental Fee: \$15 per hour

- Facilities:**
- Tables and chairs included



Meeting Room 2

Maximum Capacity: 12 people

Rental Fee: \$30 per hour

- Facilities:**
- Tables and chairs included
 - TV with HDMI & VGA connection

Music Room 3

Maximum Capacity: 4 people

Rental Fee: \$15 per hour

*Rental requests for rooms not listed will be considered on a case by case basis.



Multipurpose Room 2

- Maximum Capacity:** 60 people
- 60 lecture style

Rental Fee: \$50 per hour

Damage Deposit: \$200

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

