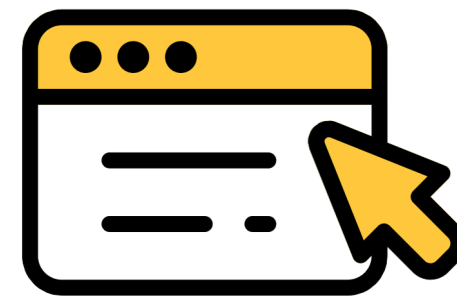


HAMILTON COMMUNITY CENTRE

FREQUENTLY ASKED QUESTIONS (FAQs)

BOOKING INFORMATION



**To book a space, complete the
online request form at
richmond.ca/rentals**

- *Due to the demand for facility rentals and internal programming considerations, we are unable to hold dates.*
- *Requests are on a first-come, first-served basis through the online form. Bookings are accepted up to 3 months in advance.*
- *A minimum of 2 weeks notice is required for all rental requests to be considered.*
- *Insurance is due 1 week prior to the booking date.*
- *Entandem fees will be charged for rentals that play music.*

Can I have a vendor for my party?

Yes, but a \$5 million liability insurance will be needed (i.e. food cart, magician, face painter, etc.).

Can I extend my facility rental for additional time?

Facility rental extensions are available depending on the facility schedule within a 48 hour notice. Contact the facility for availability prior to your booking.

Am I able to book a reoccurring room rental? (i.e. study space, strata meetings, etc.)

At this time, recurring rentals at Hamilton are not available due to facility needs. Facility rental requests are only accepted for meetings and parties that do not conflict with Hamilton's programs or activities.

Will there be decorations and cutlery provided with the rental?

No.

Will the facility provide audio and visual equipment?

Depending on the room rental package, there is audio and visual equipment available for use.

Are there accessible washrooms and/or entrances?

Yes, there is an accessible washroom inside the building. Additionally, there is a ramp in front of the entrance of the building.

Can I get a refund for my rental?

A minimum of 2 weeks notice is required to be given a refund. Full payment must be received at the time of booking.



FACILITY RENTALS

5140 Smith Drive
Richmond
V6V 2W5
604-238-8055



MULTI-PURPOSE ROOM 2



Maximum Capacity: 40

Rental Fee: \$31.93/hour + GST
+ \$500.00 damage deposit

- Special events liability insurance may be required.
- Audio and visual equipment (projection screen) available for an additional \$30.00/hour.

MULTI-PURPOSE ROOM 3



Maximum Capacity: 40

Rental Fee: \$31.93/hour + GST
+ \$500.00 damage deposit

- Special events liability insurance may be required.
- Only audio equipment available for an additional fee of \$10.00/hour.

MEETING ROOM



Maximum Capacity: 15

Rental Fee: \$31.93/hour + GST

- Damage deposit varies based on the rental agreement.
- Audio and visual equipment (TV with PC connection) available for an additional fee of \$10.00/hour.

Information

- A minimum of 2 weeks notice is required for all rental requests to be considered.
- Liquor is not allowed.
- Animals and inflatables are not allowed.
- Facility is closed Sunday nights.

Hours Of Operation

Monday - Friday: 7:00am - 9:30pm
Saturday: 8:00am - 8:00pm
Sunday: 9:00am - 4:30pm

INTERESTED IN BOOKING A ROOM?

Whether planning for a family event, meeting or corporate function, we have a variety of spaces to suit your needs.

CONTACT:
604-238-8055
Hamilton@richmond.ca

Additional Info

- Tables and chairs are included.
- Renters are responsible for their own set-up and take down.
- Renters must supply their own catering services, including cups, dishes, cutlery, etc.
- Decorations must be hung with painters tape. No staples or tacks. This is part of the set up and take down.