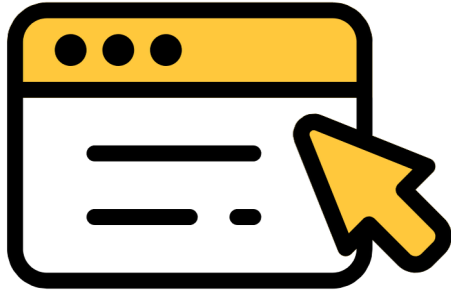


## BOOKING INFORMATION



**To book a space, please complete our  
online request form:  
[www.richmond.ca/rentals](http://www.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. We accept bookings up to 3 months in advance*
- *A minimum of two weeks notice is required for all rental requests to be considered*
- *Insurance is due 1 week prior to the booking date.*
- *A SOCAN fee will be charged for rentals that play music.*

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **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. Please 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 our 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?**

Decorations, cutlery, and tablecloths are not provided.

### **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.



## HAMILTON COMMUNITY CENTRE



## FACILITY RENTALS



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



## MULTI-PURPOSE ROOM 2



**Maximum Capacity:** 40

**Rental Fee:** \$30.00/hr + GST  
+ \$500 damage deposit

- No insurance is required unless food is served
- Special events liability insurance is required
- Audio and visual equipment (projection screen) available for an additional \$30.00/hr

## MULTI-PURPOSE ROOM 3



**Maximum Capacity:** 40

**Rental Fee:** \$30.00/hr + GST  
+ \$500 damage deposit

- No insurance is required unless food is served
- Special events liability insurance is required
- Only audio equipment available for an additional fee of \$10.00/hr

## MEETING ROOM



**Maximum Capacity:** 15

**Rental Fee:** \$20.00/hr + 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/hr

## Information

- Facility is closed Saturday and Sunday nights.
- A minimum of 2 weeks' notice is required for a refund.
- Liquor is not allowed.
- Animals and inflatables are not allowed.

## INTERESTED IN BOOKING A ROOM?

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

CONTACT US AT  
604-238-8055  
or [Hamilton@richmond.ca](mailto: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.