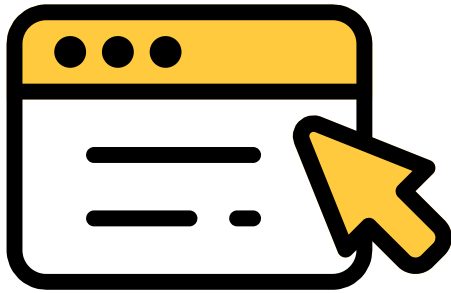


BOOKING INFORMATION



To book a space, please complete our online request form:
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 serve basis through the online form. We take bookings up to 3 months in advance.

Full payment is due at the time of booking.

A SOCAN fee will be charged for rentals that play music. The fee will be based on the maximum capacity of the room.

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
995 square feet

- 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

Additional Info

- Facility is closed Saturday and Sunday nights
- A minimum 2 weeks notice for a refund
- Full payment must be received at the time of booking
- Tables and chairs included
- Renters responsible for setting up equipment
- Renters must supply their own catering services, cups, dishes, cutlery, etc.
- Liquor is not allowed
- Animals and inflatables are not allowed

MULTI-PURPOSE ROOM 3



Maximum Capacity: 40

Rental Fee: \$30.00/hr + GST
+ \$500 damage deposit
1,010 square feet

- 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

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

MEETING ROOM



Maximum Capacity: 15

Rental Fee: \$20.00/hr + GST
250 square feet

- No insurance is required unless food is served
- Audio and visual equipment (TV with PC connection) available for an additional fee of \$10.00/hr with a \$500 damage deposit

Kitchen (add on)

- \$20.00/hr + tax
- Obtain full use of kitchen utilities
- Must bring their own food
- Food Safe certificate required

