

Type of Visit:

Intergovernmental Relations Department 6911 No. 3 Road, Richmond, BC V6Y 2C1

The City of Richmond hosts many delegations and groups, both locally and from around the world, seeking to learn about local government, as well as sharing and exchanging of information.

Delegations and groups can range in time and scope. It is important to reach out to the City at minimum two weeks in advance to request a delegation visit or tour by filling out the questions below. Staff will review the information on this form and get back to you regarding your delegation visit, study tour, or tour request.

	Delegation visit		Study tour		City Hall tour
Pro	oposed date(s) and preferred time	e (A	M or PM) for the vi	sit/tour:	
O	rganization Information:				
	Il name of the organization:				
ls t	the organization:				
	Non-profit			Government	
	For-profit			Other:	
Wł	nere is the organization from (City,	Prov	nce (or equivalent), and	Country):	
We	ebsite link:				
	in contact person:				
Em	nail:			Phone number:	
	legates' names, including role/tit		-		
_					
Pu	rpose and key goals of the visit c				

The personal information collected on this Form is being collected under authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and may be shared with Tourism Richmond or the Richmond Chamber of Commerce for the purposes of enriching visitor experience and promoting/informing local business. If you have questions about the collection or use of your personal information, please email the Freedom of Information (FOI) Coordinator at <u>foi@richmond.ca</u> or phone 604-276-4000.



Key questions the requestor/organization wants to explore concerning City of Richmond facilities, operations, departments, and/or programs and services:

Are you requesting to meet w	ith:		
City Elected Officials	City staff represent	ntatives	None of the above
Attach a proposed itinerary w scheduled with other elected	-		ling area, and include meetings
Additional Details:			
Will the organization provide	ts own translation service	s, if require	d?
Yes		□ No	
Will any members require acc	essibility considerations?		
□ Yes	C	□ No	
Have you already contacted a	nyone in the City of Richm	ond regard	ing this request?
Yes		⊐ No	
If yes, who?			

## Important Information:

- The City of Richmond may not be able to accommodate all requests due to availability.
- Visa letters, letters of invitation, and/or confirmation letters are not issued by the City of Richmond.
- Room rental information can be located on the City's website at <u>richmond.ca/CityHallRentals</u>.
- Every for-profit organization that requests a City Hall Tour, Study Tour, or Visiting Delegation (Bylaw No. 9068), whether on its own behalf or on behalf of another for-profit organization or a non-profit organization, must pay to the City the applicable fee specified in Consolidated Fees Bylaw No. 8636.
  - Up to 2 hours: \$302.00 (plus the room rental fee and applicable tax)
  - Half day (2–4 hours): \$599.00 (plus the room rental fee and applicable tax)
  - One day (over 4 hours): \$1,193.00 (plus the room rental fee and applicable tax)
- No fee is payable for a City Hall Tour, Study Tour or Visiting Delegation that: (a) is for a non-profit
  organization, provided the request to the City is made directly by the non-profit organization; or (b) is
  initiated by the City, at its discretion.
- Additional information can be found on the Tours and Delegations webpage at <u>richmond.ca/tours-delegations</u>.

For further information and to submit completed application forms, email protocol@richmond.ca.

The personal information collected on this Form is being collected under authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and may be shared with Tourism Richmond or the Richmond Chamber of Commerce for the purposes of enriching visitor experience and promoting/informing local business. If you have questions about the collection or use of your personal information, please email the Freedom of Information (FOI) Coordinator at <u>foi@richmond.ca</u> or phone 604-276-4000.