



Rental Terms and Conditions

Customer Service Department
6911 No. 3 Road, Richmond, BC V6Y 2C1
www.richmond.ca

Group/Organization: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Room Requested: _____ **Date Requested:** _____

Time Requested: _____

Nature of Event: _____

Estimated Attendance: _____ **Liquor Permit:** Yes No

Insurance: Yes No

EQUIPMENT RENTAL AND STAFFING COST

	QTY	Unit Cost	Total Cost
Tables		N/C	---
Chairs		N/C	---
Screen		N/C	---
Flip Chart		N/C	---
Proxima Projector			
Room Rental Cost – Full Day			
Room Rental Cost – Half Day			
Total			
GST 5%			
Balance			
Staffing Cost			
Total for Equipment Rental and Staffing Cost			



Special Requirements

The Applicant warrants and represents that in signing this Licence on behalf of a group or organization, the Applicant has sufficient power, authority and capacity to bind the group or organization.

Cancellation

Notice of cancellation must be in writing and the following cancellation charges shall apply:

- 30 days or more prior to the Event: 25% of the total charges
- Less than 30 days: 50% of the total charges
- Less than 48 hours: 100% of the total charges

Catering

Any catering needs for the Event must be secured by the Applicant through the City's in-house caterer, **The Butler Did It Catering Co.** (604-276-4258, corporate@butlerdiditcatering.com). No outside food or beverages are permitted without prior consent.

I have read, fully understand, and agree to comply with the terms and conditions set out in this Licence.

Signature of Applicant/Applicant's Representative: _____

Name of Applicant: _____

Name of Group: _____

Address: _____

Phone: _____

Issued this _____ Day of _____, 20____

City of Richmond/Customer Service Coordinator: _____



City of
Richmond

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Indemnity Agreement (General)

In consideration of the City of Richmond permitting _____
(the "Licensee") to use rental space at Richmond City Hall, the Licensee agrees to indemnify, defend, and hold harmless the City of Richmond and its officials, officers, agents and employees against any liability, or claims of liability, for personal injury, property damage, or other loss caused by or arising out of the Licensee's _____ (i.e. meeting, workshop, seminar, etc.)
at Richmond City Hall on _____ including any act or omission of the Licensee or his/her/its agents or employees.

Business Name

Name of Applicant

Signature

Title

Date

Accepted for the City of Richmond:

Co-ordinator – Customer Service

Name

Date