



# 卡城中華文化中心 Calgary Chinese Cultural Centre

## Facilities Rental Price List

### (A) Auditorium & Cultural Hall

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- Auditorium (~6250sq. ft Floor + 800sq. ft Stage) Only = \$900
- Auditorium with theatre setting (400 chairs) = \$1,400
- Auditorium with banquet setting (40 round tables & 400 chairs) = \$1,600
- Cultural Hall (~3000sq. ft circular lobby) = \$350

\*For events with 8-hour session and to be ended on or before 23:00

- Overtime (extended hours) charge from 23:00 to 02:00am @\$300/hour

### (B) Additional Furniture Rental

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- ( 5' ) round table & 10 banquet chairs = \$25 (linen not included)
- ( 5' ) round table = \$10 (linen not included)
- ( 6' ) rectangular table = \$6 (linen not included)
- ( 6' ) rectangular table + spandex cover = \$30
- round cocktail table (with black spandex cover) = \$12 (\$30)
- Banquet Chair = \$2
- Podium = \$30
- Easel with dual side displays = \$8
- Riser (4' x 8') black box = \$30 per box
- Stage Premium Carpet = \$200
- Coat Rack with 30 hangers = \$20
- ( 8' section) Pipe & Drape Stand = \$20 (black or red)

### (C) Sound & Light Systems and Services

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- Mini Sound System with Power Speakers & wireless mic. x 2 = \$650
- Portable P.A. System with 150W Power Speakers = \$150
- Logistic support for bringing own AV equipment = \$400 (compulsory)
- Theatrical Lighting with technician = \$400 (\$200 without technician)
- LED Light bars 3'-3" rental set of 4pcs = \$100
- LCD Data Projector = \$70
- Stage Projection Screen (20' x 20') = \$80
- Portable Projection Screen (70") with Stand = \$30
- Power Box = \$50

Initial \_\_\_\_\_

**(D) Boardroom (bare room) & Classroom (w/chairs & desks)** \_\_\_\_\_

- Boardroom (~785sq. ft) = \$22 per hour with min. of 4 hours charge
- Large Classroom (~600sq. ft) = \$18 per hour with min. of 4 hours charge
- Small Classroom (~300sq. ft) = \$12 per hour with min. of 4 hours charge
- Art Gallery = \$180 per weekend (Fri/Sat/Sun)

**(E) Others** \_\_\_\_\_

- Cleaning fee = \$250(theatre);  \$350 (banquet);  \$500 (concert); other \$ \_\_\_\_\_
- Kitchen (for foods storage only) = \$250

**(F) Total (Estimated)** \_\_\_\_\_

- Subtotal (Sum of all items) \_\_\_\_\_
- GST (5%) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Booking Deposit = \$500 / \$1000 Paid On: \_\_\_\_\_

Damage Deposit = \$1,000 (banquet)  \$2,000 (with liquor)  \$3,000 (concert)  
(by credit card pre-authorization) Paid On: \_\_\_\_\_

[ \*All payments should be made at least 7 days prior to the event date ]

Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Address: \_\_\_\_\_ Event Type: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_ Time Duration: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signed by (Client): \_\_\_\_\_ Signed by (Centre): \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

[Refund cheque will be issued under the name of the Organization above, unless stated otherwise]

**Notes:**

1. This document is not a rental contract. Upon confirmation of all rental terms, a formal contract is required and this document will serve as supporting document.
2. All deposits are non-interest-bearing. Should you wish to cancel your event and booking, a 45-day written cancellation notice will be required. All deposits will be refunded less 50.00 Administration Fee. NO REFUND will be given if the cancellation is made within 45 days of the event date.
3. The Centre reserves the right to refuse rental to anyone or any organization without explanations; or cancel any booking with a 15 days written notice. All deposits will be refunded.
4. Prices are subject to changes without prior notice.
5. Our Centre only accepts money order, credit card, cash or bank draft. We do not accept **personal cheque**.
6. Full payment should be made at least **7 days** prior to the event date.

Initial \_\_\_\_\_