



卡城中華文化中心 Calgary Chinese Cultural Centre

Facilities Rental Price List

(A) Auditorium & Cultural Hall

- Auditorium (~6250sq. ft Floor + 800sq. ft Stage) Only = \$800
 - Auditorium with theatre setting (400 chairs) = \$1,200
 - Auditorium with banquet setting (40 round tables & 400 chairs) = \$1,400
 - Cultural Hall (~3000sq. ft circular lobby) = \$350
- *For events with 8 hours 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

- 1 x (5') round table & 10 chairs = \$18 (linen not included)
- 1 x (5') round table = \$10 (linen not included)
- 1 x (6') rectangular table = \$5 (linen not included)
- 1 x (6') rectangular table + table cloth = \$15
- 1 x (6') rectangular table + table cloth & skirt = \$40
- 1 x (8') rectangular table = \$6 (linen not included)
- 1 x (8') rectangular table + table cloth = \$18
- 1 x (8') rectangular table + table cloth & skirt = \$50
- 1 chair = \$1.50
- 1 Podium = \$20
- 1 Riser (4' x 8') = \$25
- 1 Stage Carpet = \$80

(C) Sound & Light Systems

- Full Sound System + technician = OPEN to negotiation
- Mini Sound System = \$500
- Logistic** support for bringing own AV equipment = \$400 (compulsory)
- Theatrical Lighting = \$400
- Digital** Projector + Stage Screen = \$100
- Stage Screen (20' x 20') = \$50
- Digital Projector + Screen (70") with Stand = \$80

Initial _____

(D) Boardroom & Classrooms (excluding chairs & tables) _____

- Boardroom (~785sq. ft) = \$80 per 4 hr. and \$20/hr. thereafter
- Large Classroom (~500sq. ft) = \$60 per 4 hr. and \$15/hr. thereafter
- Small Classroom (~300sq. ft) = \$40 per 4 hr. and \$10/hr. thereafter
- Art Gallery = \$150 per weeks and \$25 per day thereafter

(E) Others _____

- Cleaning fee (compulsory) = \$200; \$300 (banquet) or \$500 (concert)
- Kitchen (for foods storage only) = \$250

(F) Total (Estimated) _____

- Subtotal (Sum of all items) _____
- GST (5%) _____

TOTAL _____

Booking Deposit = \$500 Paid On: _____

Damage Deposit = \$1,000 (banquet) \$2,000 (with liquor) \$3,000 (concert)

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: _____ Fax: _____

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 function, a 30 days written cancellation notice will be required. All deposits will be refunded less 25.00 Administration Fee. NO REFUND will be given if the cancellation is made within 30 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 _____