



卡城中華文化中心
CALGARY CHINESE CULTURAL CENTRE

197 First Street S.W. Calgary, Alberta, Canada T2P 4M4
T: (403) 262 – 6071 · F: (403) 232 – 6387 · info@culturalcentre.ca · www.culturalcentre.ca

Facilities Rental Price List / Quotation for _____ on _____

(A) Auditorium & Cultural Hall

- Henry Chow Auditorium (6200 sq.ft) with Stage (800 sq.ft) = \$1,700
 - Applied Discount:
 - 10% during low season (November to January)
 - 15% for non-profit organizations
 - 15% for three consecutive days
 - 15% for two rentals within 365 days
 - 20% for three rentals within 365 days
 - 45% for weekday rentals (Monday to Thursday)
- Dr. Henry Fok Cultural Hall Lobby (3000 sq.ft) = \$350
- Extra time charge applies from 11 pm to 1 am (\$150/hr.)
 - * Event time must finish before 11 pm \$ _____
 - * Extra time maximum up to 1 am
 - * Morning early access fee \$80/hr. The Centre opens at 9 am

(B) Additional Furniture

- Theater Setting (incl. 400 chairs) = \$500
- Banquet Setting (incl. 40 tables & 400 chairs) = \$700
- (5') round table (with 10 chairs) = \$10 / (\$20)
- (6') rectangular table = \$6
- Round cocktail table (with black or white spandex) = \$15 / (\$25)
- Banquet chair = \$1.50/each
- Speech Podium = \$30
- Riser (4' x 8') black box (mini stage) = \$30/pc.
- Stage Carpet = \$200
- Coat Rack with 25 hangers = \$25/each
- Easel with dual side display / Bulletin Board = \$10
- Black belt barrier = \$10/each
- Movable Mirror = \$15/each \$ _____

(C) Sound and Lighting System

- High performance sound system with technician = \$1,000
- Portable premium sound system (wireless mic is optional) = \$450
- Theatrical LED Lighting = \$250
- Additional LED Lighting (with Professional technician) = \$300 (\$700)
- Stage motorized screen (20'x20') (with digital projector) = \$80/(\$150)
- TV with HDMI output (65"), HDMI cable not included = \$30
- Extension electric power box = \$35
- Extension power cord / HDMI Cable = \$10 \$ _____



(D)Others

- Ticketing Service = \$200
- Kitchen = \$180.00 (Storage) \$280.00 (Storage and Reheating)
- Cleaning Charge = \$280 \$380 (with alcohol served)

(E) Boardroom & Classrooms \$ _____

- Orrin & Clara Christie Might Hall (2200sq.ft) = \$60/hour (min. 3hrs.)
- Boardroom 307 (785sq.ft) = \$30/hour
- Small Classroom (211, 215, 239, 311) = \$25/hour (min. 3hrs)
- Large Classroom (223, 227, 231, 235) = \$27/hour (min. 3hrs)
- Art Gallery on 2nd floor = \$250 per weekend (Fri/Sat/Sun)

(F) Total (Estimated)

- Subtotal \$ _____
- GST \$ _____
- Total Rent: \$ _____
- Booking Deposit Paid on _____ \$ _____
- Balance Payment \$ _____
- Damage Deposit Paid on (Credit Card Pre-authorization) _____

*** Full balance payment should be made at least 7 days prior to event date**

Lessee: _____ Email: _____

Contact: _____ Phone: _____

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 100% refundable by a written cancellation request 90 days before the event date. Administration charge 10% of deposit amount will apply
3. The Centre reserves the right to refuse rental to anyone or any organization without explanations or cancel any booking with 15 days written notice. All deposits will be refunded, and no Administration charges apply.
4. The Centre accepts Credit Card, Cash or Bank Draft. No Personal Cheques.
5. Prices are subject to changes without prior notice.
6. Only one discount can be applied to Auditorium rentals.

