



## JCCC RENTAL INFORMATION

### **Booking:**

The signed agreement will be issued after receipt of a booking request.

The final booking is confirmed upon receipt of the signed agreement and a 50% deposit.

### **Payment Schedule:**

50% of the room rental fee is required (along with the signed agreement) within 2 weeks of booking request.

The balance of payment is due (in full) 14 days prior to the event date.

If a booking is made within 14 days prior to event date, 100% of the rental fee (including setup item, staffing, etc.) is due at the time of booking.

### **Payment Method:**

\*Payments under \$499 can be made by credit card (Visa, Master Card, Amex), cheque, debit and/or cash.

\*Payments over \$500 can be made by cheque, debit and/or cash.

\*All applicable taxes are in addition to rental fee.

### **Cancellation Policy:**

In the event of cancellation by the client more than 31 days prior to the event deposit payment will be refunded. A 15% handling charge will be applied for the cancellation process/refund.

In the event of cancellation by the client less than 30 days prior to the event the deposit payments received are non-refundable.

In the event of cancellation by the client less than 14 days prior to the event the full amount of rental agreement is due immediately.

### **Rental Hours:**

Weekday: 8:00am – 10:30pm

Weekend: 8:30am – 10:30pm

\* Early door opening and/or extended hours can be arranged at the additional rate \$100/hour (plus applicable taxes).

### **Parking:**

Parking is free of charge and available to all JCCC guests (depending on available space).

### **Furniture:**

The JCCC provides in-house tables and chairs with the room rental (please note that number of tables and/or chairs are limited)

Any additional tables and chairs that are not in the JCCC's inventory must be outsourced at clients expense.

### **Linens:**

The JCCC does not carry linens. However, if linens are required, outsourced rentals can be arranged at client's expense.

### **Supervisors/Security Staff/Parking Attendants**

When the JCCC determines that a supervisor, security staff and/or parking attendants are required for safety/efficiency, the JCCC will discuss arrangements with client in advance. These charges will be applied to the rental invoice.



JAPANESE CANADIAN  
CULTURAL CENTRE  
日系文化会館

**Catering:**

The JCCC offers a variety of preferred caterers whom clients can directly arrange catering, including menu preferences, timing of servings, payment, etc., in the event that catering services are required.

Outside caterers (who are not on the JCCC preferred list) may also be hired at the renter's expense. An outside caterer charge will be applied.

**Alcohol:**

In the event that bar services are required, the service must be provided either by the JCCC (under the JCCC liquor license) or JCCC's preferred caterer operating under SOP (Special Occasion Permit).

All alcohol must be purchased by a bar service provider (either the JCCC or your chosen caterer).

**Internet:**

Open Wifi is available in the building.

If a high volume of access or stable access for presentations/downloading are required, special arrangement (wired connection, etc.) may be made with advance notice. Any costs and/or fee's associated with special setups are incremental to a final invoice.

**Electricity (Power outlet)**

The JCCC can provide (up to) five electrical power outlets. Additional charges will apply for any incremental power outlets (if applicable). Advance notice is required in the event that this is necessary.