

Deaf Counseling Advocacy and Referral Agency

Deaf Community Center (DCC)

Hall Rental Information

Day Hourly Rates (8:00 AM to 5:00 PM)

	Monday through Thursday	Friday, Saturday, and Sunday
Government Agency	\$55.00	\$70.00
Business for Profit	\$55.00	\$70.00
School / College	\$45.00	\$60.00
Individual	\$45.00	\$60.00
Church	\$35.00	\$50.00
Non-Profit Organization	\$25.00	\$40.00

Night Hourly Rates (5:00 PM to 10:00 PM)

	Sunday through Thursday	Friday and Saturday
Government Agency	\$65.00	\$80.00
Business for Profit	\$65.00	\$80.00
Individual	\$55.00	\$70.00
School / College	\$55.00	\$70.00
Church	\$50.00	\$65.00
Non-Profit Organization	\$40.00	\$55.00

The refundable amount of security deposit is 500 dollars. Please see the next page for more details.

Effective November 9, 2011

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General Information and Policy

1. Security deposit: \$500 shall be refunded if the room is clean and undamaged.
2. Late Fee: \$50 per day will be automatically deducted from the security deposit for the DCC key, should the DCC key not be returned within two business days.
3. To reserve the Deaf Community Center (DCC), submit the signed sheet(s) and **a personal check of deposit and rent to DCC in 21 business days prior to the event.** The Cash, VISA, or MasterCard are accepted also.
4. **If any cancellation is made within 10 business days, the security deposit will be retained. If you have made a reservation within 14 business days of your event and you cancel, the security deposit will be retained if the cancellation is not made at least 3 business days prior to your event.**
5. If you want to come earlier than your reserved time or date for the purpose of decorating, delivery of flowers, catering, or any other reasons, there will be an additional charge per hour prior to the reservation.
6. The fee is waived for any of the non-profit organizations serving Deaf, Hard of Hearing, Late-Deafened, and Deaf-Blind or any events are co-sponsored by DCARA for programs or workshops.
7. Any alcohol beverages may be permitted for your event; however, they shall be not allowed for sale. Food must be served anytime alcohol is served.
8. Smoking is prohibited in the center, in the backyard, and within 25 feet of the front door.
9. The maximum capacity of the hall is **125 guests without tables or 100 guests with tables.**
10. Rental hours are open daily from 8:00 am until 11:00 pm.
11. If you have an event that goes until 10:00 pm, you are expected to comply with the city's quiet zone policy and cease your event at 10:00 pm and complete your clean-up and departure by 11:00 pm.
12. DCARA has the right to bar the renter from DCC reservation if any rules are violated or anything is damaged.
13. For sponsorship opportunities (for example; co-hosting an even at DCC with DCARA, please contact (510 343-6664 VP or email at dcc@dcara.org).
14. To plan a visit to the Deaf Community Center in advance of time, call 510-343-6664 VP/ Voice or email to dcc@dcara.org.