

## DCARA- Hall Rental at DEAF COMMUNITY CENTER (DCC)

### GENERAL INFORMATION AND POLICY

1. **SECURITY DEPOSIT:** If no rules/agreements were broken, the full security deposit of \$500 shall be refunded by 45 days after the event.
2. **A MINIMUM OF 4 HOURS RENTAL is required to book the hall (6 hours minimum for Saturdays).**
3. **LATE FEE:** \$100 per day will be automatically deducted from the security deposit for the DCC keys, should the DCC key not be returned within 2 business days.
4. **INFLATABLES (bounce houses, ball pits, water park, etc.):** Accident Waiver must be signed.
5. **CANCELLATION POLICY:**
  - a. FULL REFUND of deposit and fees if cancelled more than 90 days prior to event.
  - b. If cancelled between 90 days and 30 days prior to event, FOREIT \$250 of Security Deposit.
  - c. If cancelled between 30 days and 10 days prior to event, FOREIT FULL Security Deposit.
  - d. If cancelled less than 10 days prior to event, FORFEIT ALL DEPOSIT AND FEE.
6. To reserve the DCC hall, submit the signed sheet(s) and the security deposit to secure the date, the remainder of the rental fee will be due **21 business days prior to the event.** Payments: Cash, Personal Checks, Money Orders, Cashier Checks, and Credit/Debit Cards are accepted (Bounced Checks/NSF will result in a \$25 fine).
7. **MAXIMUM CAPACITY** of hall: up to 100 people with tables; up to 125 people without tables.
8. **RENTAL HOURS:** 8:00 AM to 11:00 PM If you have an event that goes until 11:00 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.
9. 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.
10. DCARA has the right to bar the renter from future DCC reservations if any agreements are violated or anything damaged.
11. If you'll like to visit the Deaf Community Center, please make an appointment:

Text	510-691-9823	Call	510-343-6664
Email	<a href="mailto:dcc@dcara.org">dcc@dcara.org</a>	Website	<a href="http://www.dcara.org">www.dcara.org</a>

EFFECTIVE March 23rd 2018