

# OAKLAND ASIAN CULTURAL CENTER

388 9<sup>th</sup> Street, Suite 290 - Oakland, California 94607 - Tel: (510) 637.0455 - Fax: (510) 637-0459 - www.oacc.cc

## Room Rental Rates and Data Sheet

### Footage & Capacity Chart

Space	Sq. Feet	Dimensions	Banquet Guests Max	Theater Guests Max	Conference Guests Max	Classroom Guests Max
Auditorium	2566	57x45x16	220	325	TBD	125
Stage	667	29x23x14	-	-	-	-
Conference 2	418	18x21x9	-	30	20	12
Conference 3	418	18x21x9	30	30	20	12
Conference 4	960	29x33x9	40	65	30	30
Conference 5	736	25x33x9	40	50	26	24
Conference 4&5	1,696	54x33x9	80	125	50	56
Studio 6	768	24x33x9	-	-	-	-

### Event Rates

Space	4 hours	8 hours	Additional Event hours	Additional Setup hours
Auditorium	\$1100	\$1650	\$200ea	\$100ea
Kitchen	\$300	\$550	\$80ea	\$80ea
Kitchen for event at OACC	\$165	\$270	\$50ea	\$40ea
Conference 2	\$300	\$400	\$60ea	\$40ea
Conference 3	\$300	\$400	\$60ea	\$40ea
Conference 4	\$450	\$550	\$75ea	\$40ea
Conference 5	\$450	\$550	\$75ea	\$40ea
Conference 4&5	\$770	\$880	\$150ea	\$75ea
Studio 6	\$150	\$260	\$40ea	\$40ea
Studio 6 (Tue – Fri, 10am – 5pm)*	--- \$35 Per Hour ---			

### Non-Profit (501c3) Rates

Space	4 hours	8 hours	Additional Event hours	Additional Setup hours
Auditorium	\$900	\$1350	\$160ea	\$80ea
Kitchen	\$180	\$300	\$70ea	\$70ea
Kitchen for event at OACC	\$135	\$225	\$40ea	\$40ea
Conference 2	\$200	\$300	\$45ea	\$40ea
Conference 3	\$200	\$300	\$45ea	\$40ea
Conference 4	\$360	\$450	\$65ea	\$40ea
Conference 5	\$360	\$450	\$65ea	\$40ea
Conference 4&5	\$630	\$720	\$120ea	\$60ea
Studio 6	\$120	\$200	\$30ea	\$30ea
Studio 6 (Tue – Fri, 10am – 5pm)*	--- \$25 Per Hour ---			

For Booking and Additional Information, please contact Lucas Maciel, Events Manager, (510) 637-0457

- Auditorium rental rates includes free use of lobby, two private dressing rooms, one hour move-in and move out, podium, set-up, breakdown and one custodian.
  - Rentals of Conference Rooms 2-5 includes set-up, breakdown, 30 minute move-in and move-out. Licensee will be required to pay for custodial staffing if serving food or beverages in Conference Rooms 2-6.
  - Rental of the entire facility will require additional custodial staffing (\$18/hr).
  - Licensee shall provide the Oakland Asian Cultural Center with a certificate of insurance evidencing general liability insurance coverage for use of the Auditorium. If insurance is not available, renter can be covered under OACC's insurance for a flat fee of \$200.00.
  - A refundable damage deposit of a minimum of \$500 is required for Auditorium events; \$150 is required for all conference room events and kitchen given that there is no excessive damages or cleaning to the facility. (See Event Handbook).
  - Certain events may require outside security. This is determined by the nature of the event on a case by case basis.
  - Rental bookings that come in 30 days or less of event date must pay with cashier's or certified check.
  - There is a four-hour minimum on all single-day rentals.
  - If a booking occurs at least once a week for at least one month, then there is a one-hour minimum. Free move-in/move out is not included. Event must begin after 10:00am and end before 5:00pm Tuesday through Friday.
- \* Hourly rates for Studio 6 apply when time is booked for after 10:00am and end before 5:00pm Tuesday through Friday. Free move-in/move out is not included. 8 hours minimum per contract, but hours can be split up, with a one hour minimum per day.