

## Facility Rental FAQs

**What are the room rental rates?** All rooms have a 3-hour minimum booking.

Description	Guest Capacity	Rate
Theater	100 or more (120 dining)	\$450/hour
Theater	Less than 100	\$350/hour
Fraser Room	40	\$150/hour
Game Room	40	\$125/hour
Gym (athletic events only)	100 (6 person min)	\$100/hour
Art Room	25	\$75/hour
Sound & Lighting Operator (optional)	Not applicable	\$25/hour
Facility Monitor & Cleanup Fee for large events (required)	50 or more	\$500 per event
Facility Monitor & Cleanup Fee for small events (required)	Less than 50	\$250 per event
Room Turnover During Events	Not applicable	\$250 per event
Recurring weekly rentals/monthly fees	Varies	Ask for pricing

### **Are you available on my selected date?**

You can preview our [availability calendar here](#). If you're ready to move forward, please submit your request in the form on the lower part of that page.

### **Can I tour the space?**

Yes! Email [info@thenabe.org](mailto:info@thenabe.org) with a proposed time between 10 am - 4 pm on weekdays.

### **What is the process once you confirm my date is available?**

We will send you a proposal of the fees to sign. Once you approve, secure your date by signing the contract and providing a 10% deposit, due within 1 week. The balance is due at least 2 weeks prior to your event. The proposal, contract and payment are done online through a tool.

**Do I get time to set up and break down the space for my event in the Theater?**

Yes, you get one hour free before and after the event.

**Do you provide tables and chairs for the Theater?**

Yes, we can set up 5' round tables that seat 8 people and several rectangular tables, for a maximum seated dining capacity of 120 people. We have high tops that can be placed on the balcony and entry areas. Clients are responsible for tablecloths and other decorations.

**What is the sound system in the Theater?**

We have one mic, speakers and a sound system that a phone or similar device can be plugged into (no Bluetooth but we have adapters). You can also have a live band or DJ, but after 8 PM it can be no more than "8" on the dial (80 decibels), and you must close the theater doors out of respect for our neighbors.

**What does the sound and lighting monitor do?**

A member of our staff will operate our equipment, ensure your provided music keeps playing at the right volume and adjust lighting as needed. This is an optional but recommended add-on.

**What equipment do you have for presenting images or video in the Theater?**

We provide a pull-down screen but not a projector. We have a monitor in the lobby mounted on the wall that can be used to screen a presentation.

**Are there any rules for the gym?**

To protect our floors, the gym can only be used for athletic events (not parties), and no food, beverages or street shoes are allowed in the gym.

**Can I serve alcohol at my event?**

We approve this on a case-by-case basis and if it's approved, you will need to follow specific requirements to ensure it's compliant with the law.

**Do you handle compost, recycling and trash?**

We provide containers for recycling, compost and garbage. If you exceed the allotted containers, you must take it with you at the end of your event.

**What parking is available?**

There is no white zone for loading/unloading, but there is ample street parking. Please ensure your guests do not double park.

**Is the building ADA accessible?**

Yes!

**What if my question wasn't answered here?**

You can call us at 415-826-8080 or email [info@thenabe.org](mailto:info@thenabe.org).