

RENTAL INFORMATION

NORTH OAKLAND SENIOR CENTER
 5714 MARTIN LUTHER KING, JR. WAY, OAKLAND, CALIFORNIA 94609
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PLEASE NOTE: ALL RENTAL ARRANGEMENTS ARE MADE BY APPOINTMENT ONLY!

The North Oakland Senior Center is available for private rentals during non-senior center hours primarily weekends and evenings. Our large multipurpose room accommodates up to 175 people with banquet tables/200 theatre-style. Our small classrooms are not available for private parties, but may be used for small meetings or break-out rooms for conference-type events.

How to proceed: Please inspect the facility, review the fee schedule below and attached City of Oakland Rental Policies packet. When you are ready to proceed with scheduling, want to check date availability, or have other questions, please leave a message with the receptionist, on voice mail, or email mnorton@oaklandnet.com.

Please include: your name, phone, choice of dates, type of event, and estimate number of guests. The Director will contact you as to date availability within one business day and then set an appointment to plan your event.

MULTIPURPOSE SENIOR CENTERS CITY OF OAKLAND – RENTAL MASTER FEE SCHEDULE

Security Damage and Cleaning Deposit.....	375.00 Per Event
Mandatory Set-up/Take down Fee.....	150.00 Per Event
Multipurpose Room.....	125.00/hr
• Multipurpose Room/with kitchen	145.00/hr
One-half Multipurpose Room.....	65.00/hr
• One-half Multipurpose Room/with kitchen.....	85.00/hr
One Meeting Room.....	45.00/hr
• One Meeting Room/with kitchen.....	65.00/hr
Two Meeting Rooms.....	85.00/hr
• Two Meeting Rooms/with kitchen.....	95.00/hr
Three Meeting Rooms.....	110.00/hr
• Three Meeting Rooms/with kitchen.....	125.00/hr
Member Rental Rate.....	65.00/hr (Multipurpose) 20.00/hr (Kitchen)
Membership qualification (Age 55+) fee.....	12.00/year
<u>(Minimum 6 months participation. Must be senior-oriented event for member rate.)</u>	

- **Four (4) hours minimum rental (Events must close by 11:00 P.M.)**
- **Banquet/Theater seating – 200 maximum (175 maximum if dance space is needed.)**

<u># of Tables</u>	<u>Description</u>	<u>Size</u>	<input type="checkbox"/>	Seats 8 – recommended for buffet
8	Rectangular	36’x 72” (3ft. x 6ft.)	<input type="checkbox"/>	
12	Rectangular	30’x 60” (2-1/2ft. x 5ft.)	<input type="checkbox"/>	Seats 6 – recommended to form head table, seating 2 on one side
25	Banquet Round	60” (5ft. Diameter)	<input type="checkbox"/>	Seats 6 – 7
8	Card Tables	36’x 36” (3ft x 3ft)	<input type="checkbox"/>	Seats 4
2	Rectangular	30’x 72” (2-1/2ft. x 6ft)	<input type="checkbox"/>	

<u># of Chairs</u>	<u>Description</u>
112	Cloth prints (64 Arms/48 Armless)
50	Dark blue vinyl
90	Gray folding (padded seat)