

Private Event Rentals at the Jewish Community Center of the East Bay



Whether you're hosting a special occasion, meeting, class, or performance, the Jewish Community Center of the East Bay offers the perfect venue for your event.

To inquire about a rental, visit our website or contact our team directly:

rentals@jccastbay.org

www.jccastbay.org/rentals-facilities

Facility Rentals at the JCC East Bay, Berkeley Branch

1414 Walnut Street, Berkeley, CA 94709

**One-time events and weekly, or
monthly rentals welcome!**

Rooms for Rent:

Theater: Our beautiful theater is ideal for performances, Holy Unions, Bar and Bat Mitzvahs, film screenings, and community forums. Key features include: a retractable screen, A/V capabilities, and a green room. The theater can be designed to the specifications of your event.

Courtyard: The theater's arched doors open onto our courtyard, giving the perfect setting for a reception, or a dinner after the show!

Classrooms: Our four classroom spaces are ideal for anything from meetings to dance lessons. Whether for a seated banquet, standing reception, or classic boardroom arrangement, each classroom can be appropriate for both social and professional affairs.



Facility Rentals at the JCC East Bay, Berkeley Branch

Room	Set-up/Capacity	Rate	Dimensions	Information
Theater	Capacity: 160 seated 200 standing	\$1,250.00 for up to 5 hours \$250.00 for each additional hour	38'X40' Stage: 20'X12'	A/V capable
South Hall (classroom)	Lecture: 80 Oval / Circle: 30 Tables: 40	\$75.00/ hour	17'X36'	No food or drinks allowed
Library (classroom)	Lecture: 30 Oval / Circle: 15 Tables: 10	\$75.00/ hour	21'X18'	Has whiteboard, projector, and screen
Room 22 (classroom)	Lecture: 25 Oval / Circle: 15 Tables: 14	\$55.00/ hour	20'X14'	Only available during normal business hours unless reserved 3 hours or more. Has blackboard
Room 7 (classroom)	Lecture: 30 Oval / Circle: 20 Tables: 25	\$55.00/ hour	19'6"X16'	
Courtyard	Lecture: 120 Oval / Circle: 80 Small Tables: 70	\$80.00/ hour	36'X42	
Kitchen	N/A	\$75.00/ hour	N/A	No cooking allowed- only preparation. Kosher-style/ vegetarian food only

- *All rentals require 25% deposit*
- *Portable screen and projector available upon request*
- *JCC East Bay members receive 10% discount*

Facility Rentals at the JCC Oakland Branch

5811 Racine Street, Oakland, CA 94609

**One-time events and weekly, or
monthly rentals welcome**

The large open room at our Oakland branch is the perfect place to hold a dance, meeting, or seminar.

This room can be fully customized to accommodate banquet- or- theater style seating

\$125 per hour, 3-hour minimum.

- *All rentals require a 25% deposit*
- *JCC East Bay members receive 10% discount*



Rental Policy

The JCC East Bay's vision is to be a geographically accessible home that provides high-quality programs and gathering spaces throughout the East Bay. We aim to advance, nurture, and evolve Jewish communal life and contribute to the vitality of the broader community. The center offers its facility to support our ongoing programs and services.

To confirm a rental, the renter must complete a rental proposal form, contract, and release of liability, and pay a deposit before the rental can be confirmed.

A rental may be denied due to JCC East Bay events, holidays, and JCC East Bay closures.

Cancellation Policy

Two weeks' advance notice is required for rental cancellation. With two weeks' advance notice, the renter is entitled to a full refund minus the deposit, not to exceed the contract amount.

With less than two weeks' notice or in case of a no-show, the renter is responsible for the payment in full, to be paid by the thirty days following the scheduled event.

Extended Occupancy

If renter exceeds the previously agreed-upon event duration, the renter is responsible for paying for each additional hour at the agreed-upon hourly rate.

Reservation Deposits

A 25% deposit is required at the time the contract is initially signed. A \$500 deposit is required when renting the theater if A/V is used. This deposit amount will be applied toward the total rental fee provided the event is not cancelled, and provided that there has been no damage to JCC property.

Security

Security personnel may be required if event exceeds a certain number of people. This will be determined upon rental request. Renter will be responsible for cost of security to be paid in addition to the deposit.

Audio and Visual Services

Theater:

Microphones, full sound board, video and audio connection for a laptop computer, projection screen, piano, podium.

Please inquire for detailed theater utilities

Audio/visual technician assistance available for an additional \$20 per hour.

Classrooms: Portable projector and screen

Equipment

The JCC offers the following equipment for no extra charge:

200 theater chairs, 50 classroom chairs

Tables: 5 ft. and 6 ft. round

5 ft., 6 ft., and 8 ft. rectangle

8 ft. rectangle

3 ft. square

Linens

Secure wireless internet access

Screens in all event spaces
Whiteboards in all classrooms

Food and Beverage

The JCC does not have a list of preferred caterers. All food brought into the JCC must be kosher/kosher style and must be vegetarian. Renters only have access to kitchen for food set-up and preparation (no cooking permitted). Use of the kitchen will incur an additional charge per hour.

The JCC requires that all tableware (including cups, plates, utensils, napkins) must be compostable and/or recyclable. The JCC will make recycling and compost waste baskets available to renters.

Alcohol Policy

All service of alcoholic beverages must be approved prior to an event. Alcohol liability insurance is required, and evidence of insurance must be provided by the client or its vendor a minimum of two weeks before the event.

An ABC permit may also be required for events open to the public. In that case, the renter must obtain a liquor license from the Berkeley Police Department and the Alcohol Beverage Control in Oakland and is responsible for the fees associated with the license.

Failure to secure necessary permits and insurance and/or failure to provide evidence of both by the required deadline will result in termination of the client's right to serve alcohol.

The client and its vendors are responsible for ensuring proper administration of alcohol which includes the following:

- There must be a person in charge, meaning they are at least 21 years of age and have recognized authority for the event. The person must responsible for compliance with applicable state laws and JCC East Bay policies and procedures, and shall be on the premises for the entire time that alcohol is served
- Alcohol must be secured and attended at all times
- Age must be verified before any alcohol is served, and serving must be refused to underage or intoxicated individuals.
- Refusal of service to underage and intoxicated individuals