

**OWEN BROWN COMMUNITY ASSOCIATION, INC.**  
**RENTAL INFORMATION**  
 Revised 11-2011

The Owen Brown Community Association, Inc. (OBCA) *does not* rent to organizations or persons that:

- 1) Charge Admission (unless the group is a bona fide non-profit organization. Proof required).
- 2) Require a Liquor License
  - OBCA reserves the right to require, at the expense of the organization or person renting the facility, sufficient security guards (of OBCA choosing) to protect the facility and the parking lot.
  - Rates DO NOT include set up or clean up. The organization or person renting the facility is responsible to do set up/clean up according to contract terms.
  - People who work or reside on Columbia Assessed property, receive a 10% discount on the Room Rental Rates (this does not include Security Deposits); proof required.

**Other Policies and information:**

- Rooms can only be held for 48 hours;
- Rooms can only be rented in full-hour increments (no ½ hours);
- Security deposit is due when contract is signed;
- Full payment is due 3 weeks prior to event date;
- One form of valid identification will be required when signing contract;
- Hours of Operation: M-Th 9:00a-10:00p; F-Sat 9:00a-1:00a; Sun 9:00a-10:00p;
- Holiday rentals which occur other than Sat are an additional 10% rent

Room	Square footage	Capacity Theater Style	Capacity Seated	Combo Rooms
Elkhorn	448	30	25	Dasher Green
Room 1	594	75	45	Theater -140
Room 2	568	70	40	Seated – 85
Room 3	848	105	50	Hopewell
Room 4	927	115	50	Theater - 180
Table Info	Round – 5'	Rect – 6'		Seated – 110

**Other Rental Fees:**

Projector	\$ 50 per day
Wall Screen	\$ 15 per day
Podium/Microphone	\$ 20 per day
Karaoke Machine	\$ 15 per day
TV/DVD/VIDEO	\$ 10 per day
Stereo	\$ 10 per day
Free Standing Screens	\$ 5 per day
Table cloths	\$15 each (navy, cream, burgundy)
Easel	free
Wifi	free
Helium	\$ 1 latex; \$ 3 mylar (Balloons are not provided. Balloons must be dropped off 48 hours before event.)

**MEETINGS – SUNDAY- FRIDAY 9am-10pm, SATURDAY 9am-12pm**

If Rental goes *beyond* stated time, please use Matinee/Evening additional hour rate Rooms (Elkhorn, Rooms 1, 2, 3 & 4). Minimum **2 hour rental**.

**\*\*NOTE:** Meeting Rates listed are for one (1) room. Hopewell and Dasher Green are 2 rooms so double rent price. Security Deposit not doubled.

**NON-PROFIT – one room rate**

- \$65 Security Deposit
- \$15 per hour
- Proof of non-profit required

**PROFIT – one room rate**

- \$80 Security Deposit
- \$25 each hour

**IF KITCHEN INCLUDED:** \$25 additional rent.

**MEETINGS--- SATURDAY, after 12 PM**

**\*\*NOTE:** On Saturdays after 12 PM, renter must pay cost of **entire** Dasher Green or Hopewell rooms. If renter wants the room split, they still have to pay for renting both rooms. Minimum **2 hour rental**.

**NON-PROFIT**

Elkhorn Room **ONLY**

- \$65 Security Deposit
- \$35 per hour

Hopewell or Dasher Green

- \$250 Security Deposit
- Dasher Green \$55 per hour
- Hopewell \$65 per hour

**PROFIT**

Elkhorn Room **ONLY**

- \$80 Security Deposit
- \$45 per hour

Hopewell or Dasher Green

- \$250 Security Deposit
- Dasher Green \$70 per hour
- Hopewell \$80 per hour

**IF KITCHEN INCLUDED:** \$25 additional rent

=====

**CLASSES** – All Rooms (Elkhorn, Rooms 1, 2, 3 & 4)

**\*\* NOTE:** Rooms are usually singles for classes. If a class wants ALL of Dasher Green or Hopewell, multiply price by 2.

- \$50 Security Deposit
- \$30 per hour

**IF KITCHEN INCLUDED:** \$25 additional rent

**KITCHEN ALONE:** same price as class. Must provide food license and liability insurance.

**MATINEE** (events that occur between 9 am and 5 pm) – **Must End** by 5:00 p.m.  
Minimum **3 hour rental** (this is any event that is not a meeting).

**HOPEWELL ROOM**

- \$250 Security Deposit
- \$85 per hour

**DASHER GREEN ROOM**

- \$250 Security Deposit
- \$75 per hour

**HOPEWELL AND DASHER GREEN ROOMS**

- \$300 Security Deposit
- \$150 per hour

**IF KITCHEN INCLUDED:** \$25 additional rent

=====

**TEEN PARTY** ( a “teen” is anyone age of 13 yrs to and including 20 years).

Clean up must be completed and building vacated **BEFORE 12:00 a.m.**  
(Includes kitchen, IF available)

**Hopewell or Dasher Green Room**

- \$295 Security Deposit
- \$110 per hour

**IF KITCHEN INCLUDED:** \$25 additional rent

**Other rules and restrictions apply such as may require 2 security guards of OBCA’s choosing. OBCA will require 1 chaperone for every 8 teens. Other rules apply.**

=====

**CHILDRENS PARTIES** – **Must End** by 5:00 p.m. and limited to **60** participants.

**\*\* NOTE:** Children are considered less than 13 years of age.

**BEFORE 5 PM**

**Dasher Green**

- \$150 Security Deposit
- \$40 per hour

**Hopewell**

- \$150 Security Deposit
- \$85 per hour

**Dasher Green & Hopewell**

- \$150 Security Deposit
- \$150 per hour

**IF KITCHEN INCLUDED:** \$25 additional rent

**AFTER 5 PM**

**Dasher Green**

- \$200 Security Deposit (\$250 Fri & Sat)
- \$95 per hour (Fri & Sat)
- \$75 per hour (Sun-Thur)

**Hopewell**

- \$200 Security Deposit (\$250 Fri & Sat)
- \$110 per hour (Fri & Sat)
- \$85 per hour (Sun-Thur)

**Dasher Green & Hopewell**

- \$200 Security Deposit (\$250 Fri & Sat)
- \$180 per hour (\$200 per hour Fri & Sat)

**EVENING EVENTS** – (occur after 5 pm) Clean up must be completed and building vacated **BEFORE 1:00 a.m. on Fri & Sat. (12:00 a.m. for Teen Parties)**

**BEFORE 10:00 p.m. Sun-Thur.**

**20% discount off rent for Non-profit groups. Proof required.**

**Minimum 3 hour rental**

**IF KITCHEN INCLUDED: \$25 additional rent**

**Friday & Saturday**

Dasher Green

- \$250 Security Deposit
- \$95 per hour

Hopewell

- \$250 Security Deposit
- \$110 per hour

Hopewell AND Dasher Green Rooms

- \$350 Security Deposit
- \$200 per hour

**Elkhorn additional \$50 per hour**

**Sunday- Thursday after 5:00 pm**

Dasher Green

- \$200 Security Deposit
- \$ 75 per hour

Hopewell

- \$200 Security Deposit
- \$85 per hour

Hopewell AND Dasher Green Rooms

- \$300 Security Deposit
- \$180 per hour

**Elkhorn Room additional \$30 per hour**