

# Deaf Culture Center of NM Event Room

## Rental Policy & Rates

Description	Size
<i>Total Room Square Footage</i>	995 sq. ft.
<i>Dimensions</i> <b>*Total Standing room only no tables or chairs is 132 people</b>	45' x 22'

### Seating Capacity

<i>Theater Style (no tables)</i>	65 Seated People
<i>Banquet Style</i>	57 people

The DCCNM Event Room is configured in a banquet style with seating of 57 people.  
**(Full room capacity is 132).**

If you require a different configuration, then there will be a setup fee charged.

## Make a Reservation

[Click here to fill in the Rental Reservation Form](#)

### Payment

We request payment in advance for one-time events. Billing and scheduled payments may be arranged for recurring reservations.

Please send payment to:

**DCCNM**  
**5000 Central Ave SE #4215**  
**Albuquerque, NM 87108**

### Access

Event room availability is flexible. Generally you may rent the DCCNM Event Room #117 during business hours (8:00am-6:00pm).

Enter at the PAH! Hilands Plaza Apartments West entrance. Someone will meet you at the door to gain entry.

Someone will arrive 15 minutes prior to your scheduled start time of your event unless other arrangements have been made.

Remember: Tell us what time you want to arrive to set up for your event when you fill out the Reservation Rental Form.

**After hours will have an extra \$35.00 per hour fee.**

## **Parking**

DCCNM does not provide parking. There is free street parking on Jackson and Silver.

## **Cancellation Policy**

Cancellation made one week or more in advance will have a full refund.  
Cancellations less than one week notice will be refunded half of payment.

## **Rental Rates**

**\*Deaf Organizations or Clubs (Non-Profit) will have a Sliding scale or donation is based on ability to pay.**

**\*Deaf, deafblind, hard of hearing, or speech differences.**

**Please provide documentation when filling out the reservation form.**

### **Other Non-Profits (non-Deaf)**

- 1 hour: \$50.00
- 2 hours: \$90.00
- Half Day \$180.00
- Full Day: \$360.00

### **For-Profit Businesses**

- 1 hour: \$70.00
- 2 hours: \$130.00
- Half Day: \$230.00
- Full Day: \$495.00

### **Other Fees**

**Set-Up Fee** \$35.00

*If you want DCCNM to set up the room differently than the banquet style, then a set up fee is charged.*

**AV Equipment – Use of DCCNM equipment and includes an on-site technician.**

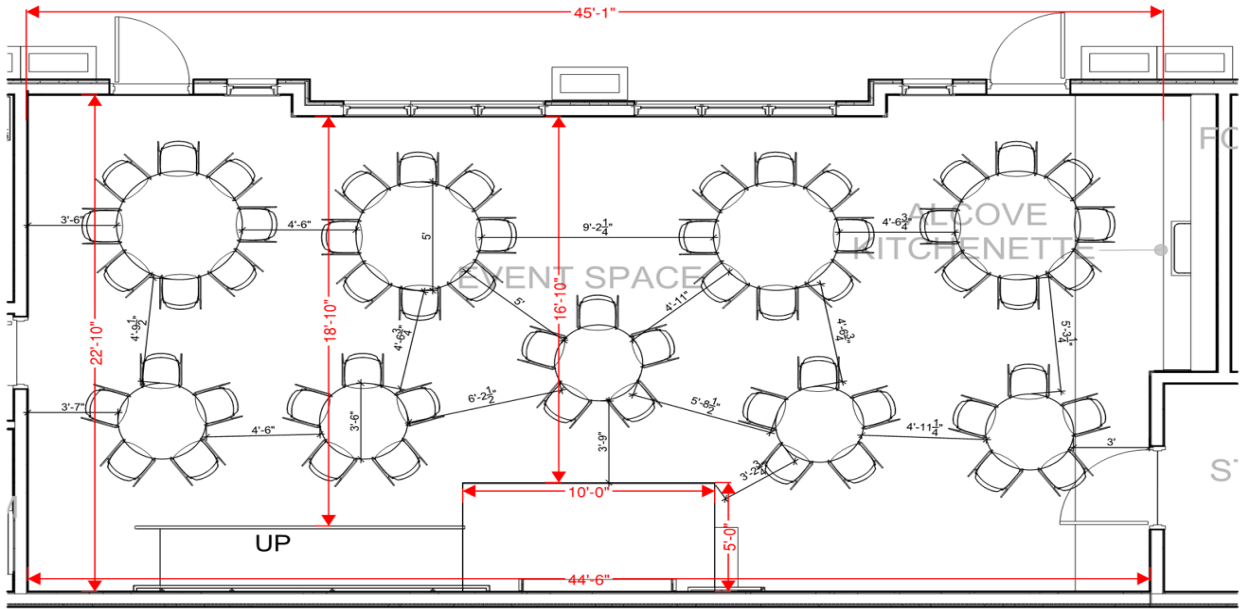
\$45.00/hr

# ROOM Layouts:

## NOTES:

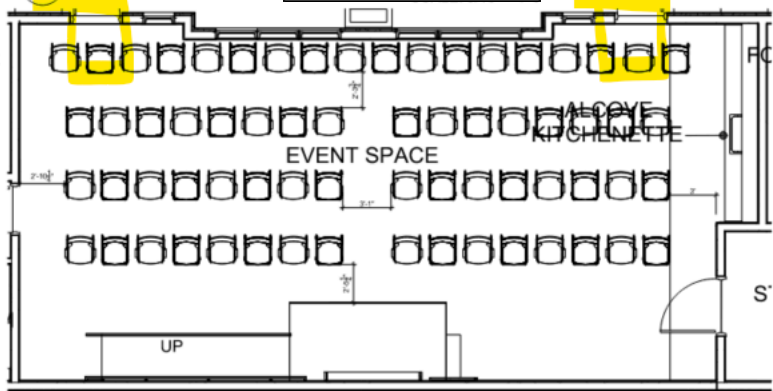
- (4) 60" ROUND TABLES, 8 PEOPLE PER TABLE
- (5) 42" ROUND TABLES, 5 PEOPLE PER TABLE
- TOTAL COUNT: 57

**Banquet Style -Standard Layout**



Do not block areas in yellow

**Theater Layout**



**EVENT SPACE- OPT 2**  
SCALE: 3/16" = 1'-0"