

Persian Cultural Center (Kanoon)

<http://kanoonhall.weebly.com/>

3146 Reps Miller Rd., Norcross, GA 30071 404-303 3030 Atlantapcc.com

The Persian Cultural Center of Atlanta (Kanoon), which was established in 1989, is a cultural-social nonprofit organization not affiliated with any party, front, or particular group. As a civil democratic institution, Kanoon recognizes freedom of expression for all participants in its programs and respects the diversity of ideas provided they are expressed with due respect to other views. Kanoon considers any kind of political, organizational, religious or racially motivated propaganda contrary to its principles and objectives. All members and non-members can rent Kanoon's facility for their activities but Kanoon principles prohibit political or religious propaganda and advocacy of any kind, as well as slanders and lack of respect and tolerance for others views.

RENTAL RATES - MEETINGS					
Meeting Space	All Day	Base Rental Rate (3 Hours)	Additional	Refundable Damage Deposit	Maximum Capacity
Event Hall	\$1000: non-members \$800: Family members \$500: Medallion members	\$500 for three hours and \$100 for additional hours	\$500 for additional days	\$500	100 seated at tables; 160 seated in rows
Board Room	\$150	\$60	\$25/hour	\$50	14 seated at the table and ~30 seats in the
Conference Room	\$100	\$50	\$20/hour	\$50	6-8 seated at tables;
Class room	\$100	\$50	\$20/h	\$50	8-15 chairs and a table
Yoga room	\$150	\$50	\$20/h	\$50	

** **THERE IS A CHARGE OF \$150 FOR CLEANING and \$150 for set-up ADDED to the cost unless arrangements are made by the renter.**

*** The total time for the usage should include setup and the main program.

**** There is a deposit of \$500 that will be returned two days after the program

Included: Free parking. Set-up for event hall (valet required for 60 or more attendance) is the responsibility of the renters. All renters will get access to kitchen facilities. All renters are responsible for paying for clean-up after their event (deducted from their security deposit).

Other rental charges:

Table Cloth: \$10 each
Serving trays (chafing dishes: \$5 each)
Sound system staff requires a \$20/hour

Cleaning fee: \$150
Audio-visual use: \$60

- Payment Schedule:** Refundable damage deposit due upon booking; remaining balance due 30 days prior to event.
- Cancellations:** The rental deposit is non-refundable. Cancellations outside of 3 months prior to event will not owe additional rental balance. Cancellations within 2 months will owe 1/3 of rental balance and cancellations within 1 months will owe 2/3 of rental balance. If the contracted date is changed, additional fees apply.
- Member discounts:** 15% discount for regular members. Corporate members can use the event hall for two times a year (4 hours each) or one time (full day) and get a 25% discount for additional rentals.

General Rules for the use of the Event Hall

- a. **NO DECORATIONS, TAPE, STAPLES, ARE ALLOWED ON THE WALLS.** Upon inspection, if walls are damaged, charges will be taken from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance.
- b. **The event hall will be provided to the renter only for the duration of the event and not at other times.** It means that the set up and preparation should be included in the rental agreement.
- c. **No smoking allowed in the building.**
- d. **No pets or animal are allowed.**
- e. **Sale of alcohol beverages is not permitted unless you have a liquor license.**
- f. **You must furnish all food, dishes, silverware, serving utensils & dishcloths etc.**
- g. **Clean up is the Renter's responsibility. All chairs and tables must be returned to their original condition.**
- h. **Any damages to equipment, property and/or facility will be charged to the renter.**
- i. **All functions end by 1:00 a.m.**
- j. **Proof of insurance must be presented.**
- k. **All trash must be picked up and put in the outside bin.**

EQUIPMENT INVENTORY - MEETINGS

Category	Item	Quantity Available	Specifics	Price Per Item
Tables	48" Round	9	Seats 6	Incl.
	60" Round	3	Seats 8	Incl.
	6x2.5' rectangular	4	Seats 8	Incl.
	6x2.5' in Classrooms	10	Seats 3	Incl. (CR only)
	4' Classroom	5	Seats 2	Incl. (CR only)
Chairs	Padded Chiavari	200	Wooden	Incl. (HH only)
	Metallic folding	50	Brown	Incl.
	Executive chair	12	Green	Incl. (BR only)
	Office chair	10	white	Incl. (CR only)

RENTAL FACILITY DESCRIPTIONS - MEETINGS



Event Hall

Rental Includes:

Fully enclosed
Refrigerator/freezer, coffee pot, microwave, and warmers
Pull-down projector, screen, and podium
Rectangular and/or round tables with white chairs

Library Meeting Room

Rental Includes:

Projector, automatic screen,
Men's and women's restrooms
Refrigerator/freezer, coffee pot, and microwave,
Wooden tables with office chairs



Board Room

Rental Includes:

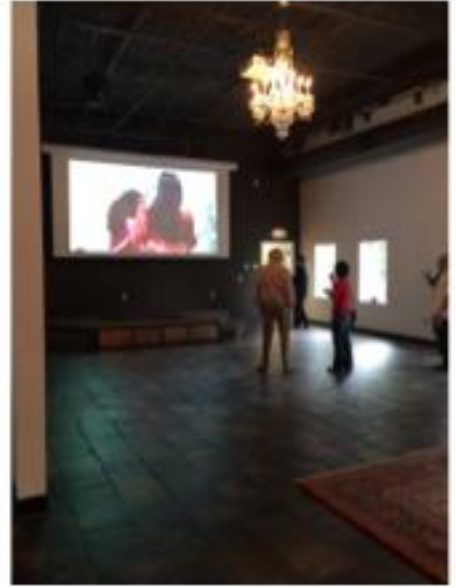
Wall-mounted 70 inch TV input for computers and presentations
wireless internet
Men's and women's restrooms
Refrigerator/freezer, coffee pot, and microwave
Board room table with executive chairs



Conference Room

Rental Includes:

60 inch TV input for computers and presentations
and wireless internet
Men's and women's restrooms
Refrigerator/freezer, coffee pot, and microwave
Board room table with executive chairs



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