



Town Hall

March 15, 2025

Nepali Community Center

Phyllis K...

Agenda

01

Rental Rates & Staffing

02

Programs & Services

03

Management & Operations

04

Fundraising & Future Plans

05

Open Forum

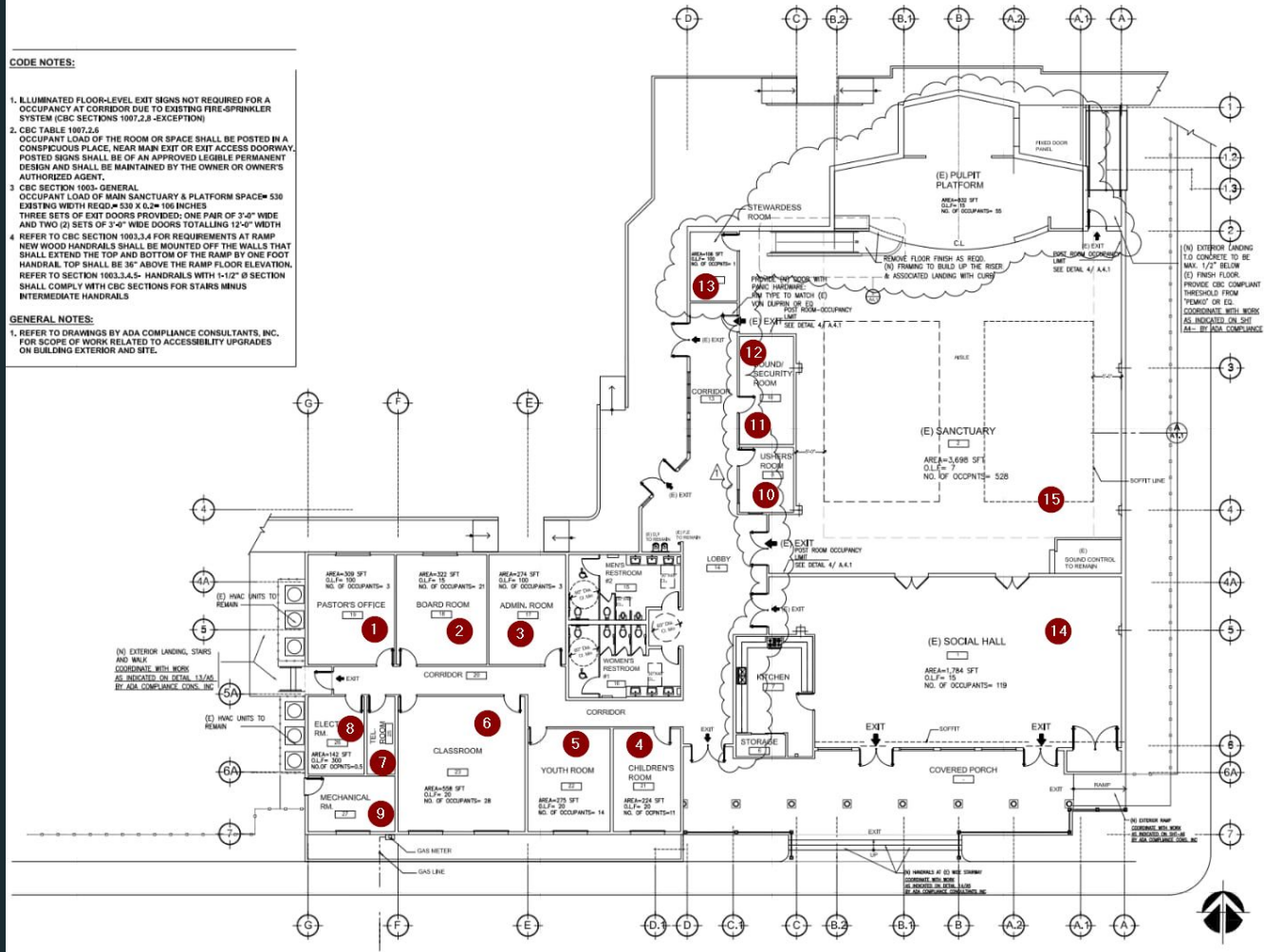
Building Map

CODE NOTES:

- ILLUMINATED FLOOR-LEVEL EXIT SIGNS NOT REQUIRED FOR A OCCUPANCY AT CORRIDOR DUE TO EXISTING FIRE-SPRINKLER SYSTEM (CBC SECTIONS 1007.2.8-EXCEPTION)
- CBC TABLE 1007.2.6
OCCUPANT LOAD OF THE ROOM OR SPACE SHALL BE POSTED IN A CONSPICUOUS PLACE, NEAR MAIN EXIT OR EXIT ACCESS DOORWAY. POSTED SIGNS SHALL BE OF AN APPROVED LEGIBLE PERMANENT DESIGN AND SHALL BE MAINTAINED BY THE OWNER OR OWNER'S AUTHORIZED AGENT.
- CBC SECTION 1003-GENERAL
OCCUPANT LOAD OF MAIN SANCTUARY & PLATFORM SPACE= 538
EXISTING WIDTH REQ.= 538 X 0.2= 106 INCHES
THREE SETS OF EXIT DOORS PROVIDED: ONE PAIR OF 3'-0" WIDE AND TWO (2) SETS OF 3'-0" WIDE DOORS TOTALLING 12'-0" WIDTH
- REFER TO CBC SECTION 1003.3.4 FOR REQUIREMENTS AT RAMP
NEW WOOD HANDRAILS SHALL BE MOUNTED OFF THE WALLS THAT SHALL EXTEND THE TOP AND BOTTOM OF THE RAMP BY ONE FOOT HANDRAIL TOP SHALL BE 36" ABOVE THE RAMP FLOOR ELEVATION. REFER TO SECTION 1003.3.4.5- HANDRAILS WITH 1-1/2" Ø SECTION SHALL COMPLY WITH CBC SECTIONS FOR STAIRS MINUS INTERMEDIATE HANDRAILS

GENERAL NOTES:

- REFER TO DRAWINGS BY ADA COMPLIANCE CONSULTANTS, INC. FOR SCOPE OF WORK RELATED TO ACCESSIBILITY UPGRADES ON BUILDING EXTERIOR AND INT.



Spaces Available

Auditorium

- 528 Occupants
- 250 Seating
- Stage & Podium
- 7 Speakers
- 2 Screen
- 9 Microphone

Cafeteria

- 120 Occupants
- 80 Seating
- Full Kitchen
- Refrigerator
- Food Pantry

Room 1

(329 Sq. Ft.)

Room 2

(322 Sq. Ft.)

Room 3

(274 Sq. Ft.)

Room 4
NANC Office

(224 Sq. Ft.)

Room 5
Meeting Room

(275 Sq. Ft.)

Room 6
Multi Purpose

(555 Sq. Ft.)

Long term rental

Case Study:

Brazilian Room, East Bay Regional Park

Brazilian Room | 2025-2026 RATE SHEET

Tilden Regional Park | 1500 Wildcat Canyon Road at Shasta Road, Berkeley, CA 94708



Rental hours include set-up, tear down, and clean-up time	Alameda & Contra Costa County Resident Rates	Out of County Rates 20% surcharge
Monday, Wednesday, Thursday		
Special Day Rate (8am – 4pm)	\$560	\$672
Additional Multi-Day Rate (Mon/Wed/Thu, 8am – 4pm)	\$475/each additional day	\$570/each additional day
Each Additional Hour (add to Day Rate only, 2-hour max)	\$150/hour	\$180/hour
Evening Rate (5pm – 12midnight)	\$935	\$1,122
Facility Buyout (10-hour max chosen between 8am – 12midnight)	\$1,160	\$1,392
Friday		
Day Rate (8am – 4pm)	\$820	\$984
Evening Rate (5pm – 12midnight)	\$2,185	\$2,622
Facility Buyout (10-hour max chosen between 8am – 12midnight)	\$2,890	\$3,468
Saturday		
Day Rate (9am – 4pm)	\$2,660	\$3,192
Evening Rate (5pm – 12midnight)	\$2,775	\$3,330
Facility Buyout (10-hour max chosen between 9am – 12midnight)	\$4,615	\$5,538
Sundays		
Day Rate (9am – 4pm) or Evening Rate (5pm – 12midnight)	\$2,660	\$3,192
Facility Buyout (10-hour max chosen between 9am – 12midnight)	\$4,500	\$5,400
Non-Catered Fee (Mon, Wed, Thu only)		
Reservations ending by 7pm	\$150	
Non-catered option is available only for reservations ending by 7pm on Mondays, Wednesdays, and Thursdays. An approved caterer is required on Fridays, Saturdays, and Sundays. Events must also be fully catered on the following holidays regardless of the day of the week: New Year's Eve, New Year's Day, Washington's Day, Memorial Day, 4 th of July, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.		
Refundable Cleaning and Damage Deposit		
Reservations ending by 7pm	\$500	
Reservations ending after 7pm	\$1,000	
Botanic Garden Rental (with building rental)		
*Required for photos and ceremonies in Garden. Capacity cannot exceed 30.	\$125/hour Res or \$200 Non-Res/hour (2-hour max) plus \$500 refundable cleaning/damage deposit	
Late Load Out		
\$500/hour		
Dimensions & Capacities		
Room Size: 32' x 54'	Tables & Chairs	
Patio Size: 40'x42'		
Patio Extension: 12'x18'		
Seating Capacity: 150		
Standing Capacity: 225		
Tables: 6' rectangular (24), 8' rectangular (2), 60" round (16), 48" round (1), 36" round (5), 4' square (1)		Included Amenities Full industrial kitchen, ice machine, heat and air conditioning, gas fireplace, flagstone patio, (4) grey patio umbrellas, dressing room, Yamaha upright piano, Wi-Fi Indoor Audio/Visual System: screen, projector, speakers, microphone, podium
Chairs: Brown wood folding (150)		

Case Study

Town Hall

Market Analysis

150 Seating Capacity
250 Occupancy

Amenities

Full Kitchen, Ice
Machine, AC,
Fireplace, Patio

Screen, Projector,
Speakers,
Microphone, Piano,
Podium, WIFI

Week Day

Day Time: \$560
Evening Time: \$935
Whole Day: \$1160

Weekend

Day Time: \$2660
Evening Time: \$2775
Whole Day: \$4615

+20%

Additional Fee for Out
of Alameda & Contra
Costa County Residents

Nepali Community Center

Rental Rate

6 Rooms

Room	Suggested Rate
Room #1	Long Term Rental (\$1,500/month)
Room #2	Long Term Rental (\$1,500/month)
Room #3	Long Term Rental (\$1,500/month)
Room #4	Reserved for NANC Office
Room #5	Meeting Room Available for Donors
Room #6	Daily (\$50/hour)

Nepali Community Center

Rental Rate

Party Hall

Room	Suggested Rate	
	Week Day	Weekend
Kitchen /Cafeteria	\$40/hour \$200(6 hrs) \$320/day	\$50/hour \$250(6 hrs) \$400/day
Cafeteria + Kitchen	\$65/hour \$320(6 hrs) \$480/day	\$80/hour \$400(6 hrs) \$600/day
Auditorium	\$200/hour \$960(6hrs) \$1440/day	\$250/hour \$1200(6hrs) \$1800/day
Auditorium + Cafeteria + Kitchen	\$240/hour \$1200(6hrs) \$1800/day	\$300/hour \$1500(6hrs) \$2250/day

Security Refundable Deposit: \$250/\$1200

Cleaning Fee: \$100/\$250

Event Insurance Is required

Extra Fee for Liquor

Rental Discounts for our valued donors

Discounts

ANNUAL DISCOUNTS ON AUDITORIUM RENTALS

Founder Donor: 10% off for 1 event.

Gold Donor: 10% off for 2 events.

Platinum Donor: 20% off for 1 event.

Diamond Donor: 20% off for 2 events.

Trustee: 25% off for 2 events.

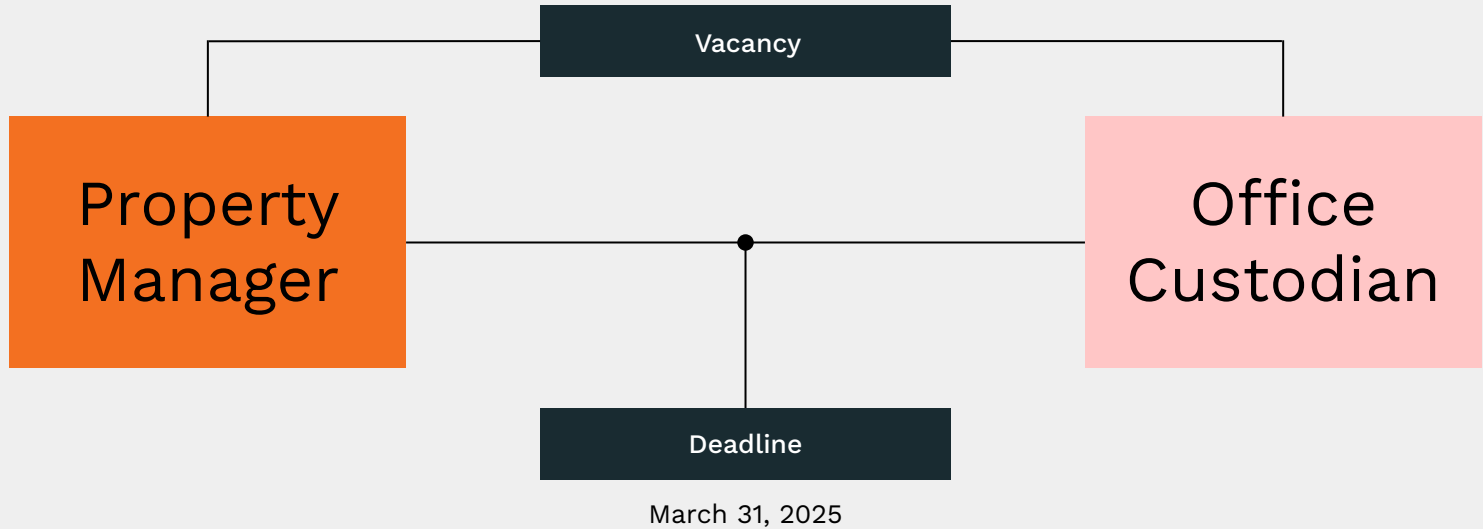
Patron & Above: 1 free event + 25% off for 2 events.

Note: Nepali organizations can use meeting rooms or office suites for free year-round for community-benefit events.

We are hiring

Town Hall

Staffing



Property Manager

Job Responsibilities:

- Manage day-to-day office operations, including scheduling, correspondence, and record-keeping.
- Serve as the primary point of contact for visitors, staff, and community members.
- Oversee administrative tasks such as filing, invoicing, and database management.
- Assist in event planning, program coordination, and community outreach efforts.
- Maintain office supplies, equipment, and ensure a well-organized work environment.
- Support financial tasks, including basic bookkeeping and budget tracking.
- Coordinate meetings, prepare reports, and assist with grant applications as needed.



Salary ?

\$20 per hour
40 hours per week

Office Custodian

Job Responsibilities:

- Perform daily cleaning tasks, including sweeping, mopping, vacuuming, and dusting.
- Sanitize restrooms, kitchen areas, and common spaces.
- Empty trash and recycling bins and ensure proper waste disposal.
- Maintain inventory of cleaning supplies and request replenishment as needed.
- Ensure proper maintenance of cleaning equipment.
- Set up and clean event spaces before and after community gatherings.
- Might have to work extra hours(Work late during weekend)



Salary ?

\$18 per hour
20 hours per week
On call

Programs

Services

Scheduled

Nepali Bhasa School
Yoga Meditation Class

Free Legal Counseling by Yagya Nepal
Law Firm
Register your Business (LLC, Nonprofit)

Planned

Sanskrit/Bhagwat Geeta Class
Civic Education/ English Class for
Elderly

Free Tax & Accounting Counseling by
CPA
Job, Rental, Buy/Sell Classified Ads

Future

Dance Class
STEM tutoring
Judo/Karate
Art/Painting Class
Music Class

Nepali Passport and NRN Card Service
Apply Travel Document and Advance
Parole
Renew TPS and EAD

Immediate Needed Purchase

1. Outside Lightning
2. Sound Insulation in Cafeteria
3. Office Furniture
4. Logistics for staff
5. Sign and Play Card

Management & Operations

Board of Trustees

12 People as of Today

Organization Representative

33 Organizations as of Today

Sub Committee

Staff

We are hiring

Fundraising & Future Plans

Continue Yoga & Bhajan Kirtan

Coordinated by Suresh Bhatta & Pashupati Kandel

Nepali New Year Mela

Planned on April 13

Dharmik Mahotsav

Tentative Date June 1st week

Do you have better ideas?

THANK YOU

Visit nancusa.org for more information.