

DONDRUB LING RENTAL INFORMATION AND CONTRACT

Welcome! The Dzogchen Community West Coast maintains Dondrub Ling as a Dharma center devoted to the teachings of Chögyal Namkha Norbu Rinpoche and also as an inviting space for Dharma events and practice. The approximately 950 sq. ft. space, with kitchen counter, microwave oven, large urn for hot water, sink, and small refrigerator, lends itself well to workshops, classes, and performances.

RENTAL RATES

Hourly: \$30
Full Day (8 hours): \$210 per day, Monday through Friday
\$210–\$240 per day, Saturday or Sunday
Full Weekend (two days): \$400 minimum

BOOKING AN EVENT When booking, please consider the time your event or class is going to last as well as the time needed for set-up preparation and break-down.

SECURITY DEPOSIT The security deposit is 50 percent of the full rental fee. The space will be reserved upon receipt of the deposit amount. The balance is due one week before the event.

REFUNDS If you need to cancel, a full refund of the deposit amount will be returned with a 15 day notice of cancellation. Half of the deposit amount will be refunded if notified between 1 and 14 days in advance.

LOGISTICS The legal capacity for 2748 D Adeline Street is 50 people. You are responsible for insurance to cover your event, if needed. If you must cancel, please be sure to inform your students or public; leave a small note on the inside door explaining the cancellation. Please feel free to contact us if there is anything you need, including tables, dry-erase boards, and easels for large paper pads. The office area will be locked and is not an available part of the rental space.

CARE OF THE CENTER Please do not let your participants wear shoes in the space; shelves are provided alongside the stairs for shoe storage. Dondrub Ling has a beautiful Mandala painted on the floor, covered by carpet. Please respect the entire space and take good care of it. Do not put nails, push pins, or tape on the walls. The bathroom is located downstairs and requires a key, which is attached to the railing at the bottom of the stairs.

WHEN LEAVING

- Please stack the pillows in the corner area. Chairs should be folded and placed against the wall behind the screen. Tables should be folded and stored as directed.
- Turn off the sound system, lights (including the altar), and heat. Make sure all candles are fully extinguished.
- Close the windows and skylights, and lock all doors and the outside gate (after business hours).
- Place trash outside in the bins located to the right of the downstairs door.

Tashi Deleg!

The Dzogchen Community West Coast reserves the right to cancel this contract at any time if the above conditions have not been met.

Dzogchen Community West Coast, Inc.	2748 Adeline Street, Suite D Berkeley Ca, 94703 510-644-2260 aha@dzogchencommunitywest.org www.dzogchencommunitywest.org
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Rental Contract

(Event Name) _____

(Organization or main point of contact) _____ wishes to rent Dzogchen
Community West Coast Center (Dondrub Ling) from Date: from _____ to _____ Hours:
from _____ to _____ This time frame allows time needed for preparation and cleanup.
According to the rates provided in the Rental Information document, the total rate will be
\$ _____

A security deposit of 50 percent (payable by cash, check, or money order) will be sent to secure
the rental. The balance is due one week before the event. *Checks and money orders can be made out
to: Dzogchen Community West Coast.*

The space will be reserved upon receipt of the security deposit. The fee for returned checks is \$25.
Cancellations: a full refund of the security deposit will be returned with a 15-day
notice of cancellation. Half of the deposit amount will be refunded if notified between 1 to 14 days
in advance.

I have read and agree to the terms and conditions stated in this agreement

I _____ and my students, heirs, or other legal representatives release, waive
and promise not to sue or charge the Dzogchen Community West or its representatives for any
injury or loss occurring on the premises of 2478 D Adeline Street, Berkeley CA.

Main point of contact _____

Mailing Address _____

Phone _____ email _____

Renter (signature) _____

Date _____

Dzogchen Community Representative _____

Please sign this agreement and return it with your payment.