Bunka Center Facility Fees and Equipment list 2023-2024

	KUBO ROOM	KAWAMURA ROOM	LARGE VENUE ROOM
Equipment			
Projector	✓	✓	✓
TV	✓	✓	Not Available
Laptop	✓	✓	✓
Speakers	✓	✓	✓
Microphone	1 hand held	1 hand held	1 hand held
Mic Stand	✓	✓	✓
Other Equipment	White Board, Podium/Lectern, Coat rack		
Inputs			
HDMI	✓	✓	✓
	For Mac laptop users, please bring own converter to connect HDMI		
Layouts			
Theatre	25 chairs only	25 chairs only	80 chairs only
Boardroom	8 tables - 16 chairs	8 tables - 16 chairs	12 tables - 24 chairs
U-shape	6 tables - 12 chairs	6 tables - 12 chairs	11 tables - 22 chairs
Classroom	8 tables - 16 chairs	8 tables - 16 chairs	12 tables - 24 chairs
Banquet	4 sm round tables - 20 chairs	4 sm round tables - 20 chairs	10 lg round tables - 80 chairs
Open	25 people	25 people	80 people
Size & Capacity			
Size	16'4" x 19'8"	16'4" x 19'8"	24' x 48'
Max People	25	25	80
Times available	Monday - Sunday (Peak Season) 8am-10pm Please call/email to inquire Off-Season availability		
Fees for every 4 hour block (venue closes at 10pm, should the event extend past 10pm, an additional overtime fee will be applicable.)			
Room Rate	Up to 4hrs - $150.00 Up to 8hrs - $300.00	Up to 4hrs - $150.00 Up to 8hrs - $300.00	Up to 4hrs - $300.00 Up to 8hrs - $500.00
Non-Profit Organizations	Up to 4hrs - $105.00 Up to 8hrs - $210.00	Up to 4hrs - $105.00 Up to 8hrs - $210.00	Up to 4hrs - $210.00 Up to 8hrs - $350.00

Complimentary services included: table/chair setup, food table setup, tablecloths rentals (black/white), coffee/tea/water service, guest Wi-Fi, general cleaning and garbage disposal (if any damages were to happen at the venue or venue equipment, additional incidental charges will be applied as per rental agreement).

The event organizer can bring in own food/snacks (please bring own disposable dishes/utensils etc. required). if you are hiring a commercial catering vendor, please inform the Nikka Yuko Booking Coordinator and inquire approved catering vendors. Additional processes and charges will be required if liquor services were to be involved. Please ensure to contact the Nikka Yuko Booking Coordinator in advance.