

RESERVATION PROCEDURE

All reservations must be made and approved at least ten days prior to the event date. Please contact [Carry Tveit](#) at conferencecenter@hsrc.org for a Rental Contract. The completed Rental Contract and deposit must be received within 48 hours of the initial reservation.



CONTACT

For further info on reserving the Conference Center, please contact...

Carry Tveit

Facilities Manager

Hearing, Speech & Deafness Center
Artz Communication Center
1625 19th Avenue
Seattle, WA 98122

conferencecenter@hsrc.org

Phone 206.388.1262

Videophone 206.452.7953

TTY 206.388.1275

Fax 206.328.6871

hsrc.org



Conference Center



PHILOSOPHY

The **Hearing, Speech & Deafness Center (HSDC)** is proud to open its doors to the community by offering a splendid meeting facility to the nonprofit, corporate and private sectors on a sliding fee scale. The **Hannah S. Grunbaum Conference Center** was built to facilitate the needs of the Deaf, hard of hearing and speech challenged communities and their organizations, as well as other nonprofit and corporate businesses.

HEARING, SPEECH & DEAFNESS CENTER

Rental Policies

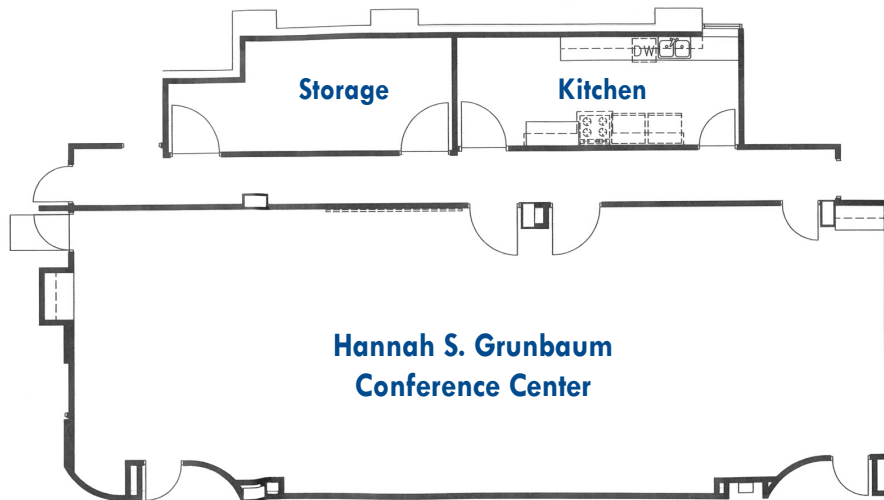
FACILITY

Hannah S. Grunbaum Conference Center

- :: Square Footage 1594 sq ft
- :: Dimensions 24' x 69'
- :: Seating Capacity
 - Theater Style 107 max
 - Banquet Style 60
 - Hollow Square 40

Also Available... Small Meeting Room

- :: Square Footage 300 sq ft
- :: Dimensions 13' x 23'
- :: Seating Capacity 15 max



With flexible seating arrangements, a dedicated catering kitchen, and a full complement of audio/visual equipment, the Hannah S. Grunbaum Conference Center can accommodate a wide variety of events and meetings. Email conferencecenter@hxdc.org and host your next event here!

PAYMENT

Rental fees will be billed on the 15th of the month. HSDC accepts Visa, MasterCard, American Express, corporate or personal checks for payment.

SET UP & CLEAN UP PROCEDURES

All persons or organizations using the facility must leave it in the original clean and undamaged condition, including all equipment and kitchen supplies. Unless otherwise arranged, groups are responsible for providing their own supplies, including coffee, sugar, napkins, disposable plates and silverware. Please note that no push pins, nails, tape or other alterations are allowed in the Conference Center or on any of the surrounding walls.

ADA COMPLIANCE

Individuals and organizations renting, leasing or using space at HSDC owned facilities/premises are also responsible for ensuring compliance with federal/state laws governing public accommodations (access and effective communication) to individuals with disabilities participating in their programs, services or activities.

CANCELLATION POLICY

Reservations must be cancelled one week prior to the reservation date. Any group failing to cancel before this time period will forfeit 50% of their deposit. Cancellations received within 48 hours of the reservation date will be subject to full forfeiture of the deposit.