



# Dougherty Arts Center Facility Rental User Guide



1110 Barton Springs Rd, Austin Texas 78704

512-974-4000

<https://austintexas.gov/department/dougherty-arts-center-rentals>



# Rental Spaces and Specifications

Rental Space	Square Feet	Features/Capacity* <small>Capacities vary depending on setup requirements such as space for audio-visual equipment, food service tables, head tables, stages, and other equipment.</small>
<p><b>2w</b></p> 	450	<p>Each of our two 450 sq. ft. rooms are equipped with tables and chairs that can be rearranged to suit your needs, as well as white boards and projector screens.</p> <p>In order to provide equitable opportunity for space, organizations are limited to a maximum of four reservations of four hours each per month. A maximum number of reservations per organization cannot exceed 25 in a calendar year. No exceptions. 25 person capacity.</p>
<p><b>4w</b></p> 	450	<p>Each of our two 450 sq. ft. rooms are equipped with tables and chairs that can be rearranged to suit your needs, as well as white boards and projector screens.</p> <p>In order to provide equitable opportunity for space, organizations are limited to a maximum of four reservations of four hours each per month. A maximum number of reservations per organization cannot exceed 25 in a calendar year. No exceptions. 25 person capacity.</p>
<p><b>Theater</b></p> 	3,722	<p>DAC theater is a unique, medium size mid-century modern style proscenium theater with comfortable seating, wide aisles, and tiered seating. 150 person capacity.</p>

### **Theater Rental Process**

Facility reservations are first-come, first-served and may be made up to a year in advance. Potential Renter should complete the Facility Rental Application to begin the process. The Facility will review the Rental Request and notify Renter of availability and ability to accommodate the request. Upon approval, the Renter is required to sign the Facility Reservation Agreement and pay all applicable reservation deposits (converts to a damage and cleanup deposit).

Reservations are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If a signed contract and deposit are not on file by the 14<sup>th</sup> day, the date hold will be removed.

### **Reservation Holds**

Reservation date holds are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If another party is interested in a tentative date, the current holder will have until the 14 day hold is expired or 3 full business days from contact to submit the deposit and signed agreement (the earlier of the two dates will prevail); otherwise, the tentative hold will be released on the fourth business day.

### **Billing and Payment**

Full payment for rental fees is due 30 days prior to the event. Rental fees for events booked less than 30 days prior to the event date are due with the deposit and reservation agreement. Payments may be made with cash, check, money order, or check payable to PARD/DAC. Cash must be made in person. There is a \$35 cash fee on all returned checks.

### **Deposits/Date Confirmation**

Upon approval of the Facility Rental Application and selected event, the reservation deposit must be paid and the Facility Reservation Agreement signed. The reservation deposit converts to a damage and cleanup deposit.

### **Cancellations**

Cancellation 21 days or more prior to rental date will be refunded 100% of all paid rental, staff and utilities and deposit fees. Cancellation less than 21 days prior to the event date will be assessed the full rental fee and only deposit and staff and utilities fees will be refunded after applying to any rental fees. All cancellations must be in writing.

## **Deposit Refunds**

Deposits will be returned upon final inspection of the spaces used. If areas used are restored to original condition, clean and without damage, and the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. Deposits will be mailed from the City of Austin to the Renter who signed the reservation agreement within 30-45 days following the rental date.

## **New Reservations and Changes to Existing Reservations**

Requests for new reservations and rental time changes to existing reservations must be received two weeks before the event. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

## **What types of events can the DAC Theater be rented for?**

The Dougherty Arts Center (DAC) Theater is available for a variety of productions and events, including theatrical performances, dance recitals, lectures, small scale music concerts and film screenings. The DAC Theater is not available for life, family or personal events such as weddings, birthdays, quinceañeras, family reunions and social gatherings. Due to DAC programs and community events at a high demand, the theater may not be rented for ongoing recurring or repeat events during a calendar year.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Inquire with the theater coordinator for more information.

Please note that exclusive access to the DAC's additional creative space rooms, gallery spaces and kitchenette are not part of the rental. Rental activities may not interfere with the normal public operation of the facility and are subject to the policies and guidelines listed below, as well as those outlined in the DAC Reservation Agreement.

## **Rental Date & Hours**

Renter is only allowed into the theater during the hours that have been reserved for them. During the hours that are not being reserved, Renter must move put all seating back to its original placement and move all set pieces/personal property behind the black front traveling curtain.

## **Policy on Availability**

The DAC is dedicated to providing public events and programming throughout the year, therefore the theater may not be available for rent on requested dates. The Theater & Events Coordinator will work with organizations and individuals to find a suitable date.

The DAC is a public and multi-use facility; therefore no Renter shall have exclusive rights to the facility, including the gallery and kitchenette. However only the Renter, City staff and guests will have access to the rented space.

**Rental space becomes available after the annual scheduling of City sponsored events and partnerships.**

## **Holiday Rentals/Facility Closures**

All Parks and Recreation Department facilities will be closed and are unavailable for rental on the following holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Memorial Day	Christmas Eve
Juneteeth	Christmas Day
Independence Day	
Labor Day	

## **Rental Fees**

All fees are assessed in accordance with the current City of Austin Parks and Recreation Department (PARD) Fee Schedule.

## **Collaborations**

PARD facilities determine programming priorities based on public input. PARD programs also take into consideration its mission, values and audience. Once the PARD facility has determined how it will meet community needs through programming, it may meet with a community group or individual who may suggest a program component that is relevant to the programming priorities.

Collaboration applications are available upon request.

## **Co-Sponsorships**

Community events may be eligible for co-sponsorships if they are consistent with City of Austin and PARD's mission, provide a valuable public benefit beyond the intrinsic value of the program, and are open to the public.

Co-sponsorship events require a customized agreement between PARD and the community group which varies according to the size of the event. The agreement will outline the "value for value" relationship between what the community group is going to provide and what PARD will provide for the event. Large scaled events (over 1000 attendees expected) are handled by PARD's Special Events Office and must meet the requirements of the Special Events Ordinance.

Co-sponsorships applications are initiated by the Division Manager and reviewed and approved by the Division Director and Assistant City Manager.

## **Fee Waivers**

Citizens may directly request fee waivers from City Council. The City Council may elect to waive all or a portion of the rental fees.

## **Responsible Party/Minors**

The company/organization or person booking the facility is considered the event organizer and responsible person financially and contractually for the event. Violation or disregard for facility rules and policies may result in the following: ineligibility to make future reservations, removal, fine, arrest, legal action, cancellation of reservation and/or forfeiture of all fees and deposits. The responsible party/contract holder must be on site at all times during a rental.

Minors under the age of 18 must remain under the direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

## **Subleasing**

At no time shall a user sublease or assign its reservation to another individual, group or organization. Facility renters are not allowed to change rooms with other facility users or renters.

## **Are there any spaces available at no-charge?**

The DAC has two smaller rooms that are designed as no cost creative spaces that meet the informational, educational and professional needs of arts organizations. Rooms are offered free on a first come, first serve basis with reservations accepted up to 40 days in advance. In order to provide equitable opportunity for space, organizations are limited to a maximum of four reservations of four hours each per month. A maximum number of reservations per organization cannot exceed 25 in a calendar year.

## **Insurance Requirements**

Insurance naming the City of Austin as additional insured is required for all public\* events, rental/use of the commercial kitchen and those that involve running, biking or walking, athletic competitions, events where alcohol is consumed and when third party vendors will conduct work on site or when required by the facility.

Additional insurance may be required of permit requesters (liquor, moonwalks/rock walls/other approval amenities) or as required by the Facility Reservation Agreement. All rentals requiring insurance are due on file 10 business days in advance of rental. \*Public events in the classrooms and conference rooms do not require a certificate of insurance.

## **Permits**

Some rental activities require a permit to operate, including but not limited to such things as serving and selling alcohol, health catering and food concessions for public events, and amplified sound. Obtaining the permits is the sole responsibility of the Renter and is at the Renter's expense. All rentals requiring permits are due on file 10 business days in advance of rental. Please allow ample time to apply for and receive permits prior to the event date.

## **Food and Beverage Samples and Concessions**

The sale and/or distribution of food must be in compliance with all applicable health codes and obtain all necessary permits. Organizer must submit a list of all food and beverage vendors and a copy of all Health & Human Services Department issued permits for the event. The DAC does not have a commercial kitchen and prohibits renters from preparing food on site. All concessions sold or served to the public in the gallery must be prepackaged or prepared in a commercial kitchen.

## **Sale and Service of Alcohol**

Renters planning to sell or serve alcohol to the public at the DAC will need to request so in writing to the theater coordinator and will be required to obtain general and liquor liability insurance, TABC permit for the sale of alcohol and a temporary food permit. Public events that will sell or serve alcohol also require 1 licensed security officer. All TABC laws must be followed while on site and no person under the age of 21 can be served alcohol under any circumstance. The alcohol sales and consumption policy and procedures are located on the PARD Special Events website.

## **Smoking**

The Dougherty Arts Center (DAC) is a tobacco-free facility of the Austin Parks and Recreation Department (PAR) based on the Director's approved tobacco-free policy restricting tobacco use at any time on DAC property, including personal vehicles parked in DAC parking lots. All facility renters are required to enforce the tobacco-free campus policy to program participants and event and meeting attendees during all terms of the contract. Per the tobacco-free policy, tobacco use is defined as use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic cigarette and any non-FDA approved nicotine delivery device.

## **Animals**

With the exception of guide animals, animals are prohibited inside the facility. Leashed animals are permitted outside.

## **Equipment**

City equipment is made available as is and Renter shall bear the risks in using the equipment provided. Damage to any City of Austin equipment shall be paid in full by the Renter. Sound and lighting equipment must be returned to its original state upon exiting the facility at the end of the reservation. Renters must ask for assistance with moving monitors, light/sound boards or the piano. Drapery can be adjusted but must be put back to the original placement upon exiting the facility at the end of the reservation.

All equipment is available in limited quantities and any additional items beyond what the facility can provide may be rented from an outside rental company at the Renter's expense.

## **Storage**

The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Renter may not store personal property on site before their scheduled load in day. During the rental, Renters may store personal property in the sound booth, dressing rooms or the storage closet located back stage. Items stored on stage must be behind curtain during non-reservation times.

Renters must receive permission to leave any personal belongings after a reservation is over. Personal property left on site for more than 3 days after the end of a reservation without an approval will be discarded.

## **Theater Alterations**

Renters are prohibited from make the following alterations to the theater:

- Hanging anything from the gas and water pipelines location on stage.
- Using tape, nails and/or staples to hang scenery to the walls
- Dismantling the risers
- Painting any City property
- Using nails or screws on the stage floor or walls.

## **Production Staff/Crew**

It is the Renter's responsibility to provide their own production staff and crew. The City does not provide technical or production personnel. All technical personnel must be experienced in their field of expertise. Renter is required to attend at least one technical walkthrough/tour with staff no later than 2 weeks prior to load in.

## **Parking**

The parking lot can accommodate 81 vehicles (including ADA) and spots are available on a first come, first-serve basis. The DAC cannot guarantee parking availability. For events with a projected attendance exceeding available spaces, the Renter is responsible for educating attendees on alternative parking resources and encouraging alternative forms of transportation. For more information or assistance with this marketing, renters can contact the Theater & Events Coordinator.

## **Accessibility**

The City of Austin is proud to comply with the Americans with Disability Act. While we make every effort to ensure accessibility of our facilities, should you require additional assistance for facility usage, reasonable accommodations will be made for qualified persons with disabilities.

The DAC is responsible for the permanent building access requirements such as, but not limited to: wheelchair ramps, restroom standards, and hallways and doors. The Renter is responsible for non-permanent accessibility requirements related to the rental event, such as, but not limited to: seating accessibility, assistive listening devices, sign language interpreters, signage and other auxiliary aids. A wheelchair ramp for the stage is available upon advance request.



## **Minors**

Minors under the age of 18 must remain under the direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

## **Gallery**

The Gallery adjacent to the theater entrance is open to the public. Renters are allowed to have up to 2 tables in the gallery to be used for ticket sales, concessions, etc. The gallery is for the renter's use, but renters do not have exclusive access to the space. The City will provide the renter with floor plan options for vendor tables. The Renter is also allowed to make use of the kitchenette as well. The following are policies regarding a renter's use of the gallery/kitchenette spaces:

- Renters are prohibited from touching or moving artwork hanging in the gallery and all tables/chairs must be approximately 4 feet from the wall. In addition, all ADA and fire code laws must be observed by both renters and their participants.
- Hanging or attaching anything to the gallery walls is prohibited.
- For larger productions, the City may require the renter to provide additional gallery monitors to assist their audience before, during and after the production.
- The kitchenette is not a full scale, commercial kitchen. Renters are only allowed to serve/sell cold or prepackaged foods and drinks at the DAC.

## **Green Room & Dressing Rooms**

Dressing rooms are provided to the renter as part of the rental package and includes the exclusive use of room 3W as a "Green Room" during the performance. The Green Room is not available for rent until the day of the performance and personal property should not be left unattended. The following are policies regarding use of both the dressing rooms and 3W (The Green Room):

- Renters must keep all spaces clean, and remove all trash at the end of each night. Trash bags can be collected disposed of in the dumpsters directly outside the facility's back entrance.
- Minors are prohibited from using the Green Room for a dressing room, and must be supervised by an adult 18 or older at all times.
- Renters are welcome to eat and/or drink in both dressing rooms and the Green room.
- The maximum capacity for each dressing room is 8 youth or 6 adults at any given time. No exceptions.

## **Recycling**

The City of Austin highly encourages recycling in our community, especially in all city facilities. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, cardboard, plastic bottles, aluminum, metals and glass. Please do not place cans, bottles, and clean cardboard in the trash containers. Contaminated material such as paper plates with food, pizza boxes, etc. should be placed in the trash.

At the end of event, renter should place all recycling including flattened boxes in the green exterior recycling dumpster. Renters are requested to please encourage their guests to use the recycling containers provided.

## **Disposal of Garbage and Recycling**

The DAC provides one 4-yard dumpster and one 4-yard recycling container onsite. Renter is also responsible for the expense for excess amounts of trash left when additional trash pickups are required. Renter is prohibited from leaving large set pieces, or lumber near or in dumpster. Trash that cannot fit into dumpster must be taken off site.

## **Event Staff**

The Parks & Recreation Department requires staff to be on site at all times to monitor, inspect and secure the facility. During events, DAC staff will be available to open and close the facility, work closely with the primary event contact to answer questions and provide assistance. They are not available to volunteer at or staff events, serve as in room A/V technicians for events, assist renter setup, cleanup and take-down and/or supervise minors.

## **Personal Conduct**

At all times the Renter and all associated with the rental organizations are required to conduct themselves in a way that respects everyone's personal space and dignity, and is mindful of the numerous other members of the public using the DAC. The following types of behavior will not be tolerated:

- Verbal/Physical aggression toward anyone, including employees.
- Behavior or productions that promote or glorify hatred, violence, racial, sexual or religious intolerance.
- Blatant non-compliance of directives given by any COA employee in the interest of public safety.

## **Exiting the Facility**

Renter will restore the stage, dressing rooms, restrooms and all other areas of the facility (including the hillside) to the same condition that it was found. This can include (but is not limited to):

- Sweep Stage/Dressing Rooms/Green Room/kitchenette
- Wipe down all countertops and tables
- Remove all personal property from facility
- Pick up all debris/trash from house floor, inspect seating area for any spills and report them.
- Restore drapery to original location.
- Restore lighting console and sound mixer to their original set up.
- Check that all appropriate cabling is reconnected.
- Collect and remove trash from all spaces used and collect into large can in kitchenette.
- Return all audience seating to original location, take down and return all prop tables.
- Return any and all rental equipment to COA staff.
- Remove all food items from fridge and kitchen counters
- Lock sound booth, dressing rooms and light storage room, return keys

**By signing this document you are acknowledging that you, the Renter or Renter Representative had read and understand each of these policies, and that failure to comply with these policies can result in the termination of your reservation agreement.**

**Print Name**

**Title**

**Signature**

<b>Dougherty Arts Center* Application of Fees</b>
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**Hourly Rates and Fees are rounded up to the hour.**

**Staff and Utility Fees:** During business hours, rehearsals not requiring the use of the lighting and/or sound systems are free. For rehearsals during business hours that require use of the lighting and/or sound system, an hourly utility fee will be applied. Staff charged for Monday - Saturday rentals outside of DAC business hours (or during business hours when deemed necessary based on staffing needs for event size, safety, support and other considerations)

**Cancellation Policy:** Events canceled more than 21 days before event date, will receive a full refund and are canceled without penalty. Events canceled less than 21 days before event date, are responsible for hourly rental rate. Deposit, staff and utility, & equipment charges are refunded or applied to any unpaid rental rate balance.

Rental Spaces	Rental Fee	Notes
<b>Theater - Deposit Required</b>	\$268.00 (4 hour block)	Theater is rented in minimum 4-hr block for performances. If load-ins and rehearsals happen after business hours, the client will be charged a full rental fee plus staffing and utilities.
<b>Creative Space Rooms (When requested by renter in addition to theater during non performance, business hours)</b>	\$30 per hour per room	This fee is applied only when the renter has requested to reserve the rooms during our normal business hours during a non performance time.
<b>Security/Use Fee Deposits</b>	\$100.00	Deposits refundable post event pending no other fees incurred during event.
Additional Fees	Fee	Notes
<b>Staff</b>	\$20 per hour (per staff)	Staff charged for Monday - Saturday rentals outside of DAC business hours (or during business hours when deemed necessary based on staffing needs for event size, safety, support and other considerations).
<b>Utilities</b>	\$15 per hour	Utilities charged hourly during any rehearsal or reservation when lighting and sound systems are in use. Rehearsals not requiring the use of the lighting and sound systems are free. For any reservations outside of business hours, the utility fee will be charged. There will be no charge for load-outs on Mondays after the end of the run, as long as load-out does not last longer than 4 hours.
<b>Event Overtime Fee</b>	Per hour rental fee + Per hour staff and utilities	Overtime penalty fee for how long the event occurs outside the contracted time frame. If the event runs over the contracted time, the client will also be subject to the per-hour rental rate for each rented room, plus this penalty fee.
<b>Damage Fees</b>	Varies	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client.
Equipment and Amenities	Fee	Notes
<b>Standard Theater Tech Package</b>	\$0 per day	Includes lighting fixtures, Strand palette light board, complete PA system, 4 wireless microphones, HD projector and 9'x12' screen. See equipment inventory for more details.
<b>Additional Equipment Fees</b>	Varies per piece	Please see equipment inventory for more details.

## **DOUGHERTY ARTS CENTER EXITING PROCEDURES**

**At the end of your reservation, please be sure to complete the following tasks.  
Failure to comply can result in loss of deposit and/or additional fees.**

- 1. Return ALL drapery to their original rigging.**
2. Remove all personal property.
3. Pick up all trash from between the seats in the theater and report any spills.
4. Sweep the stage and dressing rooms.
5. Wipe down all counter tops, sinks and mirrors.
6. Ensure all lighting fixtures plugged in or stored appropriately in lighting storage closet.
7. Take trash from smaller trash cans to the large trash cans located in the West Gallery.
8. Wipe down table tops (if messy) and return green room furniture to original placement.
9. Return the sound mixer, light board, dimmer packs and speakers to their original settings and shut down.
10. If necessary, sweep and mop up any spills in the gallery and kitchenette.
11. Report any damage to DAC staff.
12. Return the keys to the Theatre Attendant.

The Dougherty Arts Center is a public space, which relies on those who utilize it to help take care of it and ensure that it can continue to serve the performing arts community for years to come. Thank you for your cooperation!



PLEASE COMPLETE AND RETURN A COMPLETED FACILITY RENTAL APPLICATION BY EMAIL, MAIL, OR IN PERSON. ONCE YOUR REQUEST IS RECEIVED, STAFF WILL REVIEW THE FORM TO DETERMINE DATE AVAILABILITY AND IF THE CENTER CAN ACCOMMODATE THE EVENT. PLEASE NOTE: THIS APPLICATION SERVES AS A REQUEST FOR RENTAL SPACE ONLY. INFORMATION PROVIDED DOES NOT SECURE A RENTAL FOR ANY SPACE.

CONTACT INFORMATION (OF FUTURE CONTRACT HOLDER)

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_
ORGANIZATION NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

EVENT INFORMATION AND SCHEDULING

EVENT NAME: \_\_\_\_\_
EVENT TYPE: PERFORMANCE (THEATER,MUSIC,DANCE): REHEARSAL: BANQUET/RECEPTION: FESTIVAL:
MEETING/TRAINING/WORKSHOP: OTHER:

EVENT SPACE (SELECT ALL THAT APPLY):

THEATER: 2w: 4w: SINGLE DAY EVENT: MULTI-DAY EVENT:

DATES AND TIME:

EVENT DATE: ARRIVAL TIME: EVENT START: EVENT END: CLEANUP END:
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EVENT DESCRIPTION: (BRIEFLY DESCRIBE THE EVENT PURPOSE AND ACTIVITIES)

EVENT DETAILS

IS THE EVENT OPEN TO THE PUBLIC? YES: NO: ADMISSION TYPE: FREE: ENTRY FEE:
EVENT IS CONSIDERED OPEN TO THE PUBLIC IF IT IS MARKETED OR PROMOTED TO THE GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET AUDIENCE: ADULT: YOUTH: ALL AGES:
EXPECTED EVENT ATTENDANCE: WILL THERE BE OUT OF TOWN VISITORS? YES: NO:
VISUAL/PERFORMING ARTISTS? Yes: NO: NUMBER OF EVENT TEAM: (PERFORMERS, VOLUNTEERS, CREW, ETC.)
PLEASE CHECK ALL THAT APPLY:
SERVING FOOD/SELLING FOOD: SERVING ALCOHOL: TENTS/CANOPIES:
MOONWALK/ROCKWALL: AMPLIFIED OUTDOOR SOUND: CATERER:



A REQUEST TO SELL OR SERVE ALCOHOL TO THE PUBLIC AT THE FACILITY WILL REQUIRE AN AUSTIN CENTER FOR EVENTS CITYWIDE EVENT APPLICATION, GENERAL AND LIQUOR LIABILITY INSURANCE, A LICENSED PEACE OFFICER, AUSTIN PUBLIC HEALTH PERMIT FOR THE BAR, AND THE CONDITION THAT THE RENTER UNDERSTANDS AND ACCEPTS THE PARD POLICIES. EVENTS THAT SELL ALCOHOL ALSO REQUIRE A TABC PERMIT AND STATE OF TEXAS SALES/TAX ID. ALL TABC LAWS MUST BE FOLLOWED WHILE ON SITE AND NO PERSON UNDER THE AGE OF 21 CAN BE SERVED ALCOHOL UNDER ANY CIRCUMSTANCE. BYOB EVENTS ARE PROHIBITED. VIEW THE PARD ALCOHOL SERVICE OR SALES PERMITTING PROCESS STEPS.

**AUDIO/VISUAL EQUIPMENT AND TECHNICAL REQUIREMENTS**

VIEW THE [EQUIPMENT LIST](#) FOR ALL AVAILABLE FACILITY EQUIPMENT  
NOT ALL EQUIPMENT IS AVAILABLE FOR EACH AREA REQUESTED AND INVENTORY MAY BE REDUCED FOR MULTIPLE EVENTS. SOME RESTRICTIONS APPLY FOR USE.  
RENTALS AND PARTNERS SHOULD PROVIDE THEIR OWN TECHNICIANS TO SET AND OPERATE THEIR EVENT. RENTERS MUST PROVIDE ANY REQUIRED INSURANCE.

DESCRIBE THE AV/LIGHTING/TECHNICAL REQUIREMENTS OR REQUESTS:

LIGHTING TECH NAME: LIGHTING TECH EMAIL: LIGHTING TECH PHONE:  
AUDIO TECH NAME: AUDIO TECH EMAIL: AUDIO TECH PHONE:

**SUBMISSION**

WOULD YOU LIKE A PRE-RENTAL TOUR OF THE FACILITY? YES: NO:  
WOULD YOU LIKE A TECHNICAL WALK-THROUGH OF THE FACILITY? YES: NO:  
EMAIL (PREFERRED) OR DROP OFF/MAIL

**LUCY.MILLER-DOWNING@AUSTINTEXAS.GOV 1110 BARTON SPRINGS ROAD | AUSTIN, TEXAS 78704**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THANK YOU FOR YOUR INTEREST IN FACILITY RENTALS AT THE DOUGHERTY ARTS CENTER FOR ANY ADDITIONAL QUESTIONS OR CONCERNS PLEASE CONTACT THE CENTER VIA E-MAIL AT LUCY.MILLER-DOWNING@AUSTINTEXAS.GOV OR BY PHONE AT 512.974.4000.

**NOTES (FOR OFFICE USE ONLY)**

APPLICATION PROCESSED BY: DATE: TWO-WEEK HOLD PLACED ON OUTLOOK: DATE:  
FEE ASSESSMENT E-MAILED TO: DATE: CALENDAR CONTRACT E-MAILED TO RENTER: DATE:  
RENTER SIGNED CONTRACT: DEPOSIT PAID:

ADDITIONAL COMMENTS: