



**FACILITY RENTAL FEES (Effective 10.1.2018)**  
**FY 2018 - 2019 City of Austin Parks and Recreation Fee Schedule**

**Asian American Resource Center\* Application of Fees**

**Hourly Rates and Fees are rounded up to the hour.**

**Staff and Utility Fees:** Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations).

**Cancellation Policy:** Events cancelled more than 30 days before event date, will receive a full refund and are cancelled without penalty. Events cancelled less than 30 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>Ballroom - Deposit Required</b>	\$155 per hour	When ballroom is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
<b>Great Lawn - Deposit Required</b>	\$57 per hour	When great lawn is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
<b>Foyer - Deposit Required when rented on weekdays</b>	\$50 per hour	Foyer available for rent separately Monday - Thursday evenings. Friday - Sunday the use of the foyer is included only with rental of the ballroom.
<b>Classrooms</b>	\$15 per hour	Per classroom
<b>Conference Room</b>	\$30 per hour	
<b>Kitchen - Deposit Required</b>	\$50 per day	Kitchen only available for rent with ballroom rental. A certificate of insurance and Austin Public Health temporary food event permit are required.
<b>Dressing Room use (w/ballroom rental)</b>	\$25 per day	Room #8 will be provided as a dressing room only outside of AARC business hours; during business hour rentals if a dressing room is needed, the conference room or a classroom must be rented at regular rental room rates.
<b>Security/Use Fee Deposits</b>		Deposits refundable post event pending no other fees incurred during event.
No Alcohol	\$200 per day	
With Alcohol Served	\$400 per day	
Kitchen Damage and Cleanup Deposit	\$100 per day	
Additional Fees	Fee	Notes
<b>Staff</b>	\$20 per hour (per staff and 2 staff minimum required for most events)	Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations)
<b>Utilities</b>	\$15 per hour	Utilities charged for all rentals outside of AARC business hours (or during business hours when deemed necessary based on high consumption of electrical needs for lighting, sound, and event equipment)
<b>Setup/Teardown Labor Fee</b>	\$20 per hour (per staff)	Setup and Teardown fee is charged per staff x the number of hours required to setup and takedown equipment and furniture for rental.
<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.
<b>Damage Fees</b>	Varies	If non-routing 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>Complimentary Ballroom A/V Package</b>	\$0 per day	Includes: ballroom projector, podium, and up to 3 microphones (wired and/ or wireless)
<b>Mixer/Mic and Powered Speaker Package</b>	\$30 per day	Includes: all items in complimentary package plus mixer, 2 powered speakers and 3 additional mics. Does not include setup/teardown labor fee.
<b>Additional Furniture and Equipment</b>	Varies per piece	<a href="#">Click Here to View Available Equipment List</a>
<b>Cleaning Fee</b>	\$100 - \$300	Custodial Cleaning Service can be booked through AARC. Request for cleaning service must be made 21 days in advance of event date to allow time for quote based on event cleaning needs and booking of service.
<b>Copies</b>	\$.10 (Black & White) \$.25 (Color)	Copies available for emergency situations only.