



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:

[Empty rectangular box for additional comments]