



FACILITY RENTAL APPLICATION

For rental reservations, please complete and return the rental application to the AARC by email, mail, or in person. Once your request is received, AARC 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.

I. CONTACT INFORMATION (OF FUTURE CONTRACT HOLDER)

FIRST NAME _____ LAST NAME _____ TITLE _____

ORGANIZATION NAME _____ PHONE NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____ WEBSITE _____

II. EVENT INFORMATION AND SCHEDULING

EVENT NAME _____

EVENT TYPE: SINGLE DAY MULTI-DAY REQUESTED DATE(S) _____
PLEASE LIST ANY ALTERNATE DATES BEING CONSIDERED

ARRIVAL/SETUP TIME: _____ EVENT START TIME: _____ EVENT END TIME:* _____ CLEAN UP END TIME:* _____
*EVENTS MAY NOT END LATER THAN 11PM AND CLEAN UP MUST BE COMPLETE BY 12AM

DESIRED SPACES (PLEASE CHECK ALL THAT APPLY):

BALLROOM	FOYER	CONFERENCE ROOM	SMALL MEETING ROOMS
KITCHEN	DRESSING ROOM	OUTDOOR SPACE/LAWN	HOW MANY? _____ UP TO 5 ROOMS AVAILABLE

EVENT DESCRIPTION

III. 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 ATTENDANCE: _____ DO YOU EXPECT OUT OF TOWN VISITORS? YES NO

VISUAL/PERFORMING ARTISTS? YES NO IF YES, HOW MANY? _____

PLEASE CHECK ALL THAT APPLY:

SERVING FOOD/SELLING FOOD	SERVING ALCOHOL	TENTS/CANOPIES
MOONWALK/ROCKWALL	AMPLIFIED OUTDOOR SOUND	CATERER

WOULD YOU LIKE THE EVENT PUBLICIZED IN AARC MONTHLY CALENDAR?* YES NO

*IF YES, SUBMIT EVENT INFORMATION BY THE 20TH OF THE MONTH PRIOR TO YOUR EVENT AT [HTTPS://FORMS.GLE/CMVRXJDV7VTEFFCA9](https://forms.gle/CMVRXJDV7VTEFFCA9).



IV. AUDIO/VISUAL EQUIPMENT AND TECHNICAL REQUIREMENTS

VIEW [BALLROOM EQUIPMENT LIST](#) FOR ALL AVAILABLE FACILITY EQUIPMENT

AUDIO/VISUAL EQUIPMENT PACKAGES

STANDARD BALLROOM A/V PACKAGE — \$0

THIS COMPLIMENTARY PACKAGE INCLUDES PROJECTOR, PODIUM, LAPTOP & UP TO 3 MICROPHONES

BALLROOM MIXER AND POWERED SPEAKER PACKAGE — \$15 + LABOR

2 POWERED SPEAKERS WITH STANDS AND MIXER

LIGHT FIXTURES — \$0

7 LED PAR CANS AND 4 MEGA PRO WASH LIGHTS. T-BAR STANDS AND CONTROLLER AVAILABLE.

**NO CHARGE FOR LIGHTS, BUT RENTER MUST HAVE A LIGHTING TECH TO SETUP, OPERATE AND TEARDOWN LIGHTS.*

LIST OTHER EQUIPMENT REQUIRED AND/OR TECHNICAL REQUIREMENTS :

V. SUBMISSION

WILL YOU REQUIRE A TOUR OF THE FACILITY? YES NO

EMAIL (PREFERRED)
bianca.galvan@austintexas.gov

OR

DROP OFF/MAIL
Asian American Resource Center
8401 Cameron Road
Austin, Texas 78754

SIGNATURE _____ DATE _____

Thank you for your interest in facility rentals at the Asian American Resource Center. For any additional questions or concerns please contact the center via e-mail at aarc@austintexas.gov or by phone at (512) 974-1700.

VI. NOTES (FOR OFFICE USE ONLY)

APPLICATION PROCESSED BY: _____ DATE: _____ TWO-WEEK HOLD PLACED ON OUTLOOK CALENDAR DATE: _____

FEE ASSESSMENT E-MAILED TO RENTER DATE: _____ CONTRACT E-MAILED TO RENTER DATE: _____

SIGNED CONTRACT DEPOSIT PAID

ADDITIONAL COMMENTS: