



RENTAL INFORMATION

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

Name:		Title:	
Address:		Organization:	
City:	State:	Zip Code:	
Telephone		E-mail:	
Cellphone		Website:	
Nature of Organization:	<input type="checkbox"/> Cultural	<input type="checkbox"/> Community Group	<input type="checkbox"/> Corporate
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other	

II. EVENT INFORMATION

Event Name:

Type of Event: Community Event/Festival Classes/Workshop/Meeting
 Dinner/Reception Other

Description of Event:

Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Audience Age: <input type="checkbox"/> Adult <input type="checkbox"/> Families (all ages) <input type="checkbox"/> Youth:
Admission Type: <input type="checkbox"/> Free <input type="checkbox"/> Ticketed <input type="checkbox"/> Invitation	
Estimated Attendance:	
Please check all that apply:	
<input type="checkbox"/> Serving Food	<input type="checkbox"/> Moonwalk/Rockwall
<input type="checkbox"/> Serving Alcohol	<input type="checkbox"/> Amplified Outdoor Sound
<input type="checkbox"/> Selling Food	<input type="checkbox"/> Caterer
<input type="checkbox"/> Selling Alcohol	<input type="checkbox"/> Tents/Canopies

III. SCHEDULING AND SPACE INFORMATION

Rental Date 1:	Arrive at Facility:	Event Start Time:	Event End Time*:	Clean-up Ends*:
/ /				
Rental Date 2:	Arrive at Facility:	Event Start Time:	Event End Time*:	Clean-up Ends*:
/ /				
Rental Date 3:	Arrive at Facility:	Event Start Time:	Event End Time*:	Clean-up Ends*:
/ /				

***Clean up may not extend beyond 12:00am**

Preferred space(s):

<input type="checkbox"/> Large Main Meeting Room (Foyer)	<input type="checkbox"/> Secondary Meeting Room (Conf. Rm)
<input type="checkbox"/> Ballroom	<input type="checkbox"/> Small Meeting Room(s) (Number of rooms:)
<input type="checkbox"/> The Great Lawn (Outdoor Space)	<input type="checkbox"/> Kitchen Access



IV. LOGISTICS, EQUIPMENT AND TECHNICAL REQUIREMENTS

Equipment Needs:

Note: Not all equipment available for each area requested. Quantities are limited and some restrictions may apply.

Basic Equipment

- Circular Tables (60")
- Rectangular Tables (96"x30")
- Meeting Room Tables (60"x24")
- Chairs
- Cocktail Tables
- Lectern
- Modular Stage (12'x24')

Audio/Visual Equipment

- Audio System
- Projection Screen
- Laptop
- Projector

Please describe your event in terms of technical req. (lighting, sound, etc.)

Will you require a tour of the facility?

- Yes No

IV. SUBMISSION

Please submit the following Facility Rental Application via:

E-mail (Preferred): aarc@austintexas.gov

Mail or In Person: Asian American Resource Center
8401 Cameron Road
Austin, Texas 78754

Submission Date:

Signature:

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

Notes (FOR OFFICE USE ONLY):