

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 _____
MAILING ADDRESS _____	ORGANIZATION _____
CITY _____	STATE _____ ZIP CODE _____
CELL PHONE _____	WORK PHONE _____
E-MAIL _____	WEBSITE _____

NATURE OF ORGANIZATION <small>*CHECK ALL THAT APPLY</small>	COMMUNITY GROUP	NON-PROFIT ORGANIZATION 501(C)(3)
	BUSINESS/CORPORATE	PLEASE ENTER NON-PROFIT EIN(EMPLOYER IDENTIFICATION NUMBER)
	INDIVIDUAL	

**II. EVENT INFORMATION**

EVENT NAME \_\_\_\_\_

TYPE OF EVENT	COMMUNITY EVENT/FESTIVAL	DINNER/RECEPTION
<small>*CHECK ALL THAT APPLY</small>	CLASSES/WORKSHOP/MEETING	OTHER

WOULD YOU LIKE THIS EVENT PUBLICIZED IN AARC MARKETING MATERIALS AND SOCIAL MEDIA? YES    NO

**NAME OF EVENT & DESCRIPTION OF ACTIVITIES**  
*IF EVENT TO BE MARKETED TO PUBLIC, PLEASE INCLUDE ALL RELEVANT DETAILS INCLUDING ANY ACTIVITIES, REFRESHMENTS, BACKGROUND INFORMATION, ETC.*

IS THIS EVENT OPEN TO THE PUBLIC? <small>EVENT IS CONSIDERED OPEN TO THE PUBLIC: *IF MARKETED OR PROMOTED TO THE GENERAL PUBLIC *ANYONE OTHER THAN INVITED GUESTS CAN ATTEND FREE OF CHARGE OR BY PURCHASING A TICKET</small>	YES	ADMISSION TYPE	FREE	ENTRY FEE
	NO	AUDIENCE AGE	ADULT	YOUTH    FAMILIES(ALL AGES)

ESTIMATED ATTENDANCE	NUMBER OF VISUAL/PERFORMING ARTISTS		
PLEASE CHECK ALL THAT APPLY	SERVING FOOD/SELLING FOOD	SERVING ALCOHOL	SELLING ALCOHOL
	MOONWALK/ROCKWALL	AMPLIFIED OUTDOOR SOUND	
	CATERER	TENTS/CANOPIES	

**III. SCHEDULING AND SPACE INFORMATION**

PREFERRED SPACE(S):	LARGE MAIN MEETING ROOM (FOYER)	SECONDARY MEETING ROOM (CONF. ROOM)
	BALLROOM	SMALL MEETING ROOM(S)
	THE GREAT LAWN (OUTDOOR SPACE)	KITCHEN ACCESS

SINGLE DAY EVENT	MULTIPLE DAY EVENT
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REQUESTED DATE(S)			
ARRIVAL TIME	EVENT START TIME	EVENT END TIME	CLEANUP ENDS*

**\*CLEANUP MAY NOT EXTEND BEYOND 12:00AM**

**IV. EQUIPMENT AND TECHNICAL REQUIREMENTS**

**BASIC EQUIPMENT NEEDS:**  
*NOT ALL EQUIPMENT AVAILABLE FOR EACH AREA REQUESTED. QUANTITIES ARE LIMITED AND SOME RESTRICTIONS MAY APPLY.*

CIRCULAR TABLES (60")  
 RECTANGULAR TABLES (96"X30")  
 MEETING ROOM TABLES (60"X24")  
 CHAIRS

COCKTAIL TABLES  
 PODIUM  
 MODULAR STAGE (12'24')

**AUDIO/VISUAL EQUIPMENT PACKAGES**

STANDARD BALLROOM A/V PACKAGE (\$0)  
*THIS COMPLIMENTARY PACKAGE INCLUDES PROJECTOR, PODIUM, LAPTOP & UP TO 3 MICROPHONES*

BALLROOM MIXER AND MICROPHONE PACKAGE (\$50)

BALLROOM POWERED SPEAKER PACKAGE (\$60)

TREE LIGHT PACKAGE (\$50)

MEGAPRO LIGHT PACKAGE (\$50)

WILL YOU REQUIRE A TOUR OF THE FACILITY?

YES NO

SEE **RENTAL FEE RATES** AND **BALLROOM EQUIPMENT LIST** FOR COMPLETE DESCRIPTION OF EQUIPMENT

**V. SUBMISSION**

E-MAIL (PREFERRED)                      bianca.galvan@austintexas.gov

MAIL OR IN PERSON                      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](mailto:aarc@austintexas.gov) or by phone at (512) 974-1700.

**VI. NOTES (FOR OFFICE USE ONLY)**