



Emma S. Barrientos Mexican American Cultural Center Facility Rental User Guide




600 River St, Austin, TX 78701
(512) 974-3772



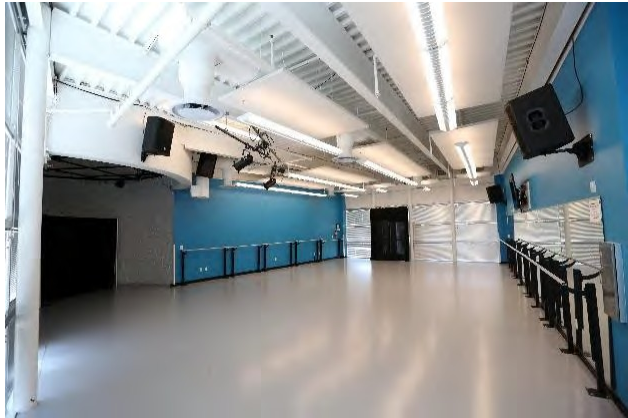
<http://austintexas.gov/page/emma-s-barrientos-mexican-american-cultural-center-rentals>





Rental Spaces and Specifications

Rental Space	Square Feet	Features/Capacity* <small>Capacities vary depending on setup requirements such as space for audio-visual equipment, food service tables, stages, and other equipment.</small>
Zócalo 	21,600	<p>The Zócalo is a beautiful plaza that can accommodate outdoor activities and festivals. This is the only space available for personal events. The plaza has concrete floors, is next to the Hike & Bike Trail, and in close proximity to Ladybird Lake.</p> <p>Capacity: 3000 people</p>
Raul Salinas Room 	1225	<p>The Raul Salinas Room is free of charge during regular business hours. It is designed to meet general non-commercial, informational, educational, cultural, and civic needs ideal for discussion groups, meetings, workshops, and classes.</p> <p>Capacity: 35 Chairs/20 with tables</p>
North Lawn 		<p>The North Lawn aligns with the "Paseo" entrance to the MACC, marked by Benito Huerta's "Snake Path" Art In Public Places (AIPP) installation. The North Lawn is a beautiful grassy space bounded on two of its edges by the chiseled concrete walls of the MACC Auditorium and Gallery. It is adjacent to the MACC parking lot, where Red River street ends at the northern boundary of the MACC grounds.</p> <p>Trees are placed at regular spacing along its edge. It is largely otherwise empty of ornamental trees, shrubs, and groundcover. The open grassy space is suitable for a variety of outdoor events, and its proximity to the MACC parking lot adds to its accessibility. This versatile space has been used to accommodate open-air events of various sizes, and has even been used for extra "overflow" parking during large events at the MACC.</p> <p>Capacity may be determined when making a reservation request.</p>

<p>Black Box Theater</p> 	<p>1,530</p>	<p>An intimate theater space that can be used for smaller-scale presentations, concerts and film screenings. It includes removable risers, screen, projector, surround sound speakers, wireless mic system, stage lighting, dressing room and bathroom.</p> <p>Capacity: 50 Chairs/32 with tables</p>
<p>Auditorium</p> 	<p>2,666</p>	<p>The Auditorium is the ESB-MACC's largest space, with permanent stadium-style seating on risers that can accommodate presentations, concerts, and film screenings.</p> <p>Includes built in a/v system with 9'x12' screen, projector, surround sound speakers, wireless microphone system, and professional stage lighting.</p> <p>Capacity: 175</p>
<p>Dance Studio</p> 	<p>1,067</p>	<p>The Dance Studio is a versatile space that can be used for dance rehearsals, meetings, and receptions. It is a medium-sized room that includes dance floor, mirrored walls, ballet bars, flat screen LED TV, DVD player, mounted speakers, stage lighting, counter top with sink and storage space.</p> <p>Capacity: 50 Chairs/30 with tables</p>
<p>The center has a variety of equipment and amenities available to assist with a successful event including staff committed to the success of your event. Clients are welcome to bring in additional rentals, decorations, catering and other items. A list of local vendors is available by request.</p>		



RENTAL FEE RATES

FY 2021 - 2022 City of Austin Parks and Recreation Fee Schedule

Equipment Fees: equipment not available for Zocalo rentals.

Rental Time: Events must end no later than 10pm with cleanup completed by 12am. All persons must vacate premises by 12am.

Cancellation Policy: Events cancelled more than 30 days before event date, will receive a full refund and are cancelled without penalty. Cancellation less than 30 days prior to the event date will be assessed the full rental fee and deposit. Only the staff and utilities fees will be refunded after applying to any rental fees. All cancellations must be in writing.

Space	Rental Rate	Notes
Auditorium - Deposit Required	\$268.00	For a minimum 4 hour block.
Auditorium Kitchen *only available for rent with Auditorium rental.	\$50.00	Per day.
Black Box - Deposit Required	\$268.00	For a minimum 4 hour block.
Dance Studio - Deposit Required	\$200	For a minimum 4 hour block.
Zocalo - Deposit Required	\$300.00	For a minimum 4 hour block.
Raul Salinas Community Room	\$120.00	For a minimum 4 hour block.
North Lawn	\$321.25	For a minimum 4 hour block.
Concession Area	\$240.00	For a minimum 4 hour block.
Additional Rental Fees	Rate	Notes
Security/Use Fee Deposits		Deposits refundable post event pending no damage, additional cleanup, overtime fees, additional rental space use, or other fees incurred during event.
Auditorium	\$100	
Auditorium Kitchen *only available for rent with Auditorium rental.	\$100	
Black Box	\$100	
Dance Studio	\$100	
Zocalo	\$400	
Concession Area	\$100	
Staff & Utilities		
Staff	\$40 per hour (2 staff members)	Facility determines required staffing.
Utilities	\$15 per hour	Utilities charged for all rentals outside of ESB-MACC business hours (or during business hours when deemed necessary based on high consumption of electrical needs for lighting, sound, and event equipment)
Equipment and Amenities	Rate	Notes
Podium Package	\$30	Includes: podium, HDMI cable, extension cord, and power strip.
Video Package	\$35	Includes: mobile projector or TV, mobile projector screen, HDMI cable, extension cord, and power strip.
Additional Furniture, Equipment and Lighting	\$ per piece	Click Here to View Available Equipment List and Request Items



Facility Guidelines

Facility Rental Process

1. Facility reservations are first-come, first-served and may be made up to a year in advance. Potential Renter should complete the Facility Rental Request to begin the process.
2. The Facility will review the Rental Request and notify Renter of availability and ability to accommodate the request.
3. Upon approval, the Renter is required to sign the Facility Reservation Agreement and pay all applicable reservation deposits (converts to a damage and cleanup deposit). Reservations are held up to 2 weeks from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. **See "Reservation Holds".**
4. All rental fees must be paid 30 days prior to the rental date by cash, check, money order or credit card. For events booked less than 30 days prior to event date, all applicable deposits and rental fees must be paid with signed facility reservation agreement.
5. If rental fees or required documents are not paid or received within the required time frame, the reservation will be cancelled.
6. If the Renter cancels 30 days or more prior to rental date, 100% of all paid rental, staff and utilities and deposit fees are refunded. If the Renter cancels within 30 days or less prior to the first use date, the Renter will be assessed the full rental fee. Only deposit and staff and utility fees which were paid with rental fees will be refunded. All cancellations must be received in writing.
7. Following the rental, depending on the condition of the facility, the deposit will be returned in part or whole within 30-45 days after the rental date.
8. Rental space becomes available after the annual scheduling of City sponsored events and partnerships.

Reservation Holds

Reservation date holds are held up to **2 weeks** from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If another party is interested in a tentative date, the current holder will have **5 full business days** from contact to submit the deposit and signed agreement; otherwise, the tentative hold will be released on the sixth business day.

New Reservations and Changes to Existing Reservations

Requests for new reservations and rental time changes to existing reservations must be received two weeks before the event. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

Coordinating a Rental Event

1. Review the rental page on the website to view spaces and rental policies.
2. Complete and submit the Facility Rental Application.
3. The **Facility Rentals Coordinator** will review the rental application for date availability and setup a meeting to tour the facility, determine which spaces meet your needs, provide you with a fee assessment and answer any additional questions.
4. Once the event date is booked, depending on the size and type of event, at least one pre-event walk through may be required two weeks prior to the event to include Renter, Facility Rentals Coordinator, and vendor representatives (caterer, sound technician, etc.).

What types of events can the facility be rented for?

The Emma S. Barrientos Mexican American Cultural Center (ESB-MACC) is available for a wide variety of indoor and outdoor rentals including community events, non-profit events, business events, meetings, lectures, classes, banquets, and more. **Due to ESB-MACC programs and community events at a high demand, spaces may not be rented for ongoing recurring or repeat events during a calendar year.** Priority is given to events that support the ESB-MACC mission. Events that do not support the ESB-MACC mission will be given consideration 60 days prior to the rental date if the desired space is available.

The ESB-MACC does not rent space for life, family or personal events such as weddings, birthdays, quinceañeras, family reunions and social gatherings, with the exception of our Zocalo plaza. This allows for more space availability for community organized events.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Please inquire with the Facility Rentals Coordinator for more information.

Please note that rental activities may not interfere with the normal public operation of the facility and are subject to the policies and guidelines listed below, as well as those outlined in the ESB-MACC Reservation Agreement.

Rental Hours

The facility is available for event rentals between the hours of 9am -10pm Monday through Saturday, with the exception of City of Austin Holidays when the facility will be closed. Rental periods include all setup and clean-up time and cleanup may not extend past 12am midnight.

Any use of the space(s) beyond the rental time in the reservation agreement will be billed to the Renter at each additional hour charge for each rented space.

Policy on Availability

The ESB-MACC is dedicated to providing public events and programming throughout the year, therefore the facility may not be available for rent on requested dates. The Facility Rentals Coordinator will work with organizations and individuals to find a suitable date.

The ESB-MACC is a public and multi-use facility; therefore no Renter shall have exclusive rights to the facility, however only the Renter and guests will have access to the room(s) rented.

Holiday Rentals/Facility Closures

All PARD facilities will be closed and are unavailable for rental on the following holidays:

New Year's Eve and Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Juneteenth

What are the rental fees for spaces at the facility?

All fees are assessed in accordance with the current City of Austin Parks and Recreation Department (PAR) Fee Schedule. Fees will be calculated based on the minimum hourly block rental for the space(s) rented, additional hourly fees, and additional staff and utilities fees for time rented outside of regular business hours. In addition to the rental fees, a reservation deposit (converts to damage and cleanup deposit) is required at the time of the reservation.

Resident/non-profit and non-resident fees are on the fee schedule. Non-resident fees are for commercial activities/events/companies or non-City of Austin residents. Non-residents are defined as anyone not within the corporate city limits or who does not receive Austin Energy electrical services.

View the MACC Rental Fees [here](#).

Collaborations

PAR facilities determine programming priorities based on public input. PAR programs also take into consideration its mission, values and audience. Once the PAR facility has determined how it will meet community needs through programming, it may meet with a community group or individual who may suggest a program component that is relevant to the programming priorities and mission.

Collaboration applications are available upon request.

Co-Sponsorships

Community events may be eligible for co-sponsorships if they are consistent with City of Austin and PAR's mission, provide a valuable public benefit beyond the intrinsic value of the program, and are open to the public.

Co-sponsorship events require a customized agreement between PAR and the community group which varies according to the size of the event. The agreement will outline the "value for value" relationship between what the community group is going to provide and what PAR will provide for the event. Large-scaled events (over 1000 attendees expected) are handled by PAR's Special Events Office and must meet the requirements of the Special Events Ordinance.

Co-sponsorships applications are initiated by the Division Manager and reviewed and approved by the Division Director and Assistant City Manager.

Fee Waivers

Citizens may directly request fee waivers from City Council. The City Council may elect to waive all or a portion of the rental fees.

Billing and Payment

Full payment for rental fees is due 30 days prior to the event. Rental fees for events booked less than 30 days prior to the event date are due with the deposit and reservation agreement. Payments may be made with cash, credit card, money order, or check payable to the City of Austin, write "ESB-MACC"/date of event on the memo line. Cash payments must be made in person. MasterCard, Visa, Discover and American Express are accepted. There is a \$35 cash fee on all returned checks.

Deposits/Date Confirmation

Upon approval of the Facility Rental Application and selected event, the reservation deposit must be paid and the Facility Reservation Agreement signed. The reservation deposit converts to a damage and cleanup deposit.

Cancellations

Cancellation 30 days or more prior to rental date will be refunded 100% of all paid rental, staff and utilities and deposit fees. Cancellation less than 30 days prior to the event date will be assessed the full rental fee and deposit. Only the staff and utilities fees will be refunded. All cancellations must be in writing.

Deposit Refunds

Deposits will be returned upon final inspection of the spaces used. If areas used are restored to original condition, clean and without damage, and the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. Deposits paid by check or cash will be mailed from the City of Austin to the Renter who signed the reservation agreement within 30-45 days following the rental date. Deposits made by credit card will be refunded within 14 days following the rental date.

Responsible Party/Minors

The company/organization or person booking the facility is considered the event organizer and responsible person financially and contractually for the event. Violation or disregard for facility rules and policies may result in the following: ineligibility to make future reservations, removal, fine, arrest, legal action, cancellation of reservation and/or forfeiture of all fees and deposits. The responsible party/contract holder must be on site at all times during a rental.

Minors under the age of 18 must remain under the direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

Subleasing

At no time shall a user sublease or assign its reservation to another individual, group or organization. Facility renters are not allowed to change rooms with other facility users or renters.

Are there any spaces available at no-charge?

The ESB-MACC has one community room (Raul Salinas) which is offered free of charge, on a first-come, first-serve basis. The community room has specific guidelines for use of the room. This room is a public space and cannot be reserved more than 90 days in advance or scheduled for sequential events. The community room is only available free of charge during regular business hours. A charge will be assessed outside of business hours. A community group can reserve one free reservation per month.

Mother Friendly Space

The ESB-MACC provides a mother friendly space/lactation room as available. Please contact staff for access.

Insurance Requirements

Insurance naming the City of Austin as additional insured is required for all public events* and those that involve running, biking or walking, athletic competitions and events where alcohol is consumed and when third party vendors will conduct work on site or when required by the facility.

Additional insurance may be required of permit requestors (liquor, moonwalks/rock walls/other approval amenities) or as required by the Facility Reservation Agreement. All rentals requiring insurance are due on file 14

days in advance of rental. *Public events in the classrooms and conference rooms do not require a certificate of insurance.

Large Events

Events with 500 or more estimated attendees or when deemed necessary by ESB-MACC staff will have additional requirements as required by the Facility Reservation Agreement for large events. Events with 1000 or more attendees are considered Special Events, triggering additional requirements and will be coordinated in cooperation with the PARD Special Events Office.

Permits

Some rental activities require a permit to operate, including but not limited to such things as serving and selling alcohol, health catering and food concessions for public events, moonwalks and rock-climbing walls and amplified sound. Additional permits may be required for tents, outdoor stages and other items specific to large gatherings. Obtaining the permits is the sole responsibility of the Renter and is at the Renter's expense. All rentals requiring permits are due on file 14 days in advance of rental. Please allow ample time to apply for and receive permits prior to the event date. Click [here](#) to view permit information on the PARD Special Events website.

Sale and Service of Alcohol

A request to sell or serve alcohol to the public at the facility will require submission of a use of alcohol request form 60 days or more before an event with signed approval from the PARD Director, general and liquor liability insurance, TABC permit for the sale of alcohol and the condition that the Renter understands and accepts the PARD policies. Public events that will sell or serve alcohol also require a licensed peace officer. All TABC laws must be followed while on site and no person under the age of 21 can be served alcohol under any circumstance. The alcohol sales and consumption policy and procedures are located on the PARD Special Events website. View the permit information on the PARD Special Events website [here](#).

Food and Beverage Samples and Concessions

The sale and/or distribution of food must be in compliance with all applicable health codes and obtain all necessary permits. Organizer must submit a list of all food and beverage vendors and a copy of all Health & Human Services Department issued permits for the event.

Kitchen Facilities and Catering

The facility has a kitchen available for use with a paid Auditorium rental and kitchen deposit. A daily access fee is applicable and includes access and use to the kitchen and equipment. The kitchen is to be utilized as a "warming" kitchen only. Catering must be prepared off site, unless they are renting and a caterer presents all proper food handler permits. Otherwise the food would have to be delivered to the facility already cooked. Please label all food with the renter name and removal date. Event organizers will be responsible for securing a temporary food permit for events open to the public. Renters are responsible for cleaning the kitchen and leaving the kitchen in a clean and orderly condition. The damage and cleanup deposit may be applied to any misuse of the kitchen.

No on-site preparation of food is permitted from LAAP members unless they possess the proper food handler documentation, and adhere to the rules and regulations stipulated by the City and on-site Food Manager.

Vendors

The Center does not have exclusive service providers such as caterers or decorators, however a list of providers that have serviced events at the Center can be provided upon request. All third party providers/vendors must be licensed, qualified and insured as applicable.

ATM Services

The facility does not have onsite ATM's. Vendors are encouraged to accept all methods of payment such as cash and credit cards. The facility has free public wireless internet available on site.

Available Equipment

Available Auditorium and Black Box Theater A/V Equipment includes ceiling mounted speakers, a ceiling mounted projector, 9'x13' drop down projection screen, a variety of wired and wireless microphones, tabletop microphones, a podium, a 16 channel mixing board, powered speakers and stage lighting system. Auditoriums' bleacher can seat 150-180 people, and Black Box Theater can seat 50-80 people.

An A/V package is available and additional charges apply depending on the packages selected. Additional equipment includes mobile projectors, laptops, ten 36" cocktail tables, a 12'x24' modular stage and 3' and 8' black pipe and drape. The facility provides up to 100 chairs and 6' x 2.5' and 6' x 1.5" classroom tables for the Meeting Rooms.

The facility does not provide any decorator services such as table linens, decorations, or backdrops. All equipment is available in limited quantities and any additional items beyond what the facility can provide may be rented from an outside rental company at the Renter's expense.

Wi-Fi

The ESB-MACC offers free, public wireless internet for Center visitors and renters and attendees. Wireless Internet service is vulnerable to interference from other wireless devices and may experience interference due to high volumes of usage. Depending on the internet requirements for an event, a renter may wish to purchase a wired, dedicated Internet connection to ensure sufficient internet capabilities. A password is not required to access the internet.

Delivery

The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Items may not be delivered prior to the contracted event date or load-in time.

Loading Procedures

Vendors and Renters should bring their own cart, dolly or other equipment to transport items. After items have been removed from vehicle and placed in loading dock, vehicles must be moved to parking area. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

Room Cleanup

The Renter is responsible for returning all rented space(s) and support spaces (kitchen, restrooms, etc.) to its original condition, including but not limited to removing decorations and any items brought to the facility for event, wiping down tables and chairs, taking down all tables and chairs and returning to storage area to allow for cleanup, returning the conference and classrooms to the original setup, sweep, mop and/or vacuum floors, and removing and placing all trash and debris resulting from Renter activity in outdoor trash and recycling receptacles. Liners must be replaced in all trash cans. Cleaning equipment is available in the janitorial room. Damages that may have been incurred during the event should be reported. On site event staff will assist you with locating cleaning supplies, identifying the location to return tables and chairs and will inspect the facility and rented areas with the Renter at the conclusion of the event.

Recycling Policy

The City of Austin highly encourages recycling in our community, especially in all city facilities. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, cardboard, plastic bottles, aluminum, metals and glass. Please do not place cans, bottles, and clean cardboard in the trash containers. Contaminated material such as paper plates with food, pizza boxes, etc. should be placed in the trash.

At the end of event, renter should place all recycling including flattened boxes in the green exterior recycling dumpster. Renters are requested to please encourage their guests to use the recycling containers provided.

Disposal of Garbage and Recycling

The ESB-MACC provides one 4-yard dumpster and one 4-yard recycling container at the ESB-MACC. In some cases, the ESB-MACC may require a renter to rent additional on-site dumpsters for an event. Renter is also responsible for the expense for excess amounts of trash left when additional trash pickups are required.

Event Staff

The Parks & Recreation Department requires staff to be on site at all times to monitor, inspect and secure the facility. During events, ESB-MACC staff will be available to open and close the facility, work closely with the primary event contact to answer questions and provide assistance, setup and troubleshoot ESB-MACC A/V equipment, ensure that the event ends as scheduled on the rental contract and that facility is clean and ready for the next scheduled use and emergency assistance. They are not available to volunteer at or staff events, serve as in-room A/V technicians for rental events, assist renter setup, cleanup and takedown and/or supervise minors.

At the conclusion of the event, the event staff will provide the renter primary contact a rental cleanup checklist form for cleanup at the end of the event and conduct a joint inspection of the space. The event staff will submit a report to the Production Coordinator which will include the rental inspection checklist; any documented damages, if all equipment was returned, the actual arrival and departure time and if there were any violations of the signed and approved rental contract. This report will help determine the amount of the deposit to be refunded.

Facility Alterations/Decorations

Renters are not allowed to use any decorations, nails, signage or make any other changes that would cause any alterations or require repairs to the interior or the exterior of the facility without advance approval from the ESB-MACC staff. No items may be attached to exhibits, walls, glass or building structure with tape, adhesives, wire, staples, tacks, glue and other similar items. Items may only be attached to open areas of the walls with painters tape.

The following décor items are prohibited: glitter, confetti, cascarones, rose petals, rice, birdseed, sparklers and open flames. LED candles are permitted.

Prohibited Materials

The use of the following items is prohibited at the facility: Styrofoam, glass bottles, and single use carry-out bags. In favor of our environment, use of paper, aluminum and other recyclable materials is encouraged.

Smoking

The ESB-MACC is a tobacco-free facility of the Austin Parks and Recreation Department (PARD) based on the Director's approved tobacco-free policy restricting tobacco use at any time on ESB-MACC property, including personal vehicles parked in ESB-MACC parking lots. All facility renters are required to enforce the tobacco-free campus policy to program participants and event and meeting attendees during all terms of the contract.

Per the tobacco-free policy, tobacco use is defined as use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic cigarette and any non-FDA approved nicotine delivery device.

Animals

With the exception of guide animals, animals are prohibited inside the facility. Leashed animals are permitted outside.

Parking

The parking lot can accommodate 128 vehicles (including 6 ADA, 5 visitor, and 2 fuel efficient spaces). Spots are available on a first come, first-serve basis. The ESB-MACC cannot guarantee parking availability. For events with a projected attendance exceeding available spaces, the Renter should contact the Facility Rentals Coordinator for use of overflow parking, submit a plan for off-site parking or planned use of alternative modes of transportation.

No parking is allowed at any time in the fire lanes, grass area, or ESB-MACC reserved spaces without prior written authorization. Renter is responsible for the enforcement of fire lanes and “no parking” zones during their event.

Accessibility

The City of Austin is proud to comply with the Americans with Disability Act. While we make every effort to ensure accessibility of our facilities, should you require additional assistance for facility usage, reasonable accommodations will be made for qualified persons with disabilities.

The ESB-MACC is responsible for the permanent building access requirements such as, but not limited to: wheelchair ramps, restroom standards, and hallways and doors. The Renter is responsible for non-permanent accessibility requirements related to the rental event, such as, but not limited to: seating accessibility, assistive listening devices, sign language interpreters, signage and other auxiliary aids.

A wheelchair ramp is available upon advance request.

Emergency Procedures

The ESB-MACC is equipped with closed circuit television camera mounted in various locations inside and outside. These cameras are monitored.

In the event of an emergency, the renter or any person on site may dial 911 from a phone or notify ESB-MACC staff on site. All on site incidents and participant injuries must be reported to ESB-MACC staff for assistance and documentation. Incidents are defined as damage to property, inappropriate behavior, health or safety concerns and participant injuries are defined as requiring 1st aid, professional medical care and/or when 911 is called.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the facility using sirens and strobes. No one should re-enter the building until the all clear has been communicated by the ESB-MACC staff. Access to exit doors must not be blocked at any time.

Lost and Found

All found items will be turned into the ESB-MACC Reception Office and logged in for tracking purposes. Any item unclaimed after 30 days will be disposed of in a manner deemed practical by the facility including donation to a charitable organization or disposal of non-value items.

Feedback

We value our Renter’s opinion and are committed to providing a quality experience at the ESB-MACC.

RENTAL APPLICATION

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):

AUDITORIUM: _____ DANCE STUDIO: _____ ZOCALO: _____
BLACK BOX: _____ RAUL SALINAS: _____ NORTH LAWN: _____

DATES AND TIME: _____ SINGLE DAY EVENT: _____ MULTI-DAY EVENT: _____
EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____
EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____
EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____

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 MARKED 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: _____



Emma S. Barrientos
Mexican American
Cultural Center

RENTAL APPLICATION

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

LORIE.MARTINEZ@AUSTINTEXAS.GOV 600 RIVER STREET | AUSTIN, TEXAS 78701

SIGNATURE: _____

DATE: _____

THANK YOU FOR YOUR INTEREST IN FACILITY RENTALS AT THE EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER FOR ANY ADDITIONAL QUESTIONS OR CONCERNS PLEASE CONTACT THE CENTER VIA E-MAIL AT LORIE.MARTINEZ@AUSTINTEXAS.GOV OR BY PHONE AT 512.974.3773.

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:



Today's Date:

Equipment Item Request Form

This form is required in order to submit any production request/items **six weeks before event.**

This application serves as a request for equipment only.

Rental fees information is available on the ESB-MACC website: [Emma S. Barrientos Mexican American Cultural Center Rentals](https://www.esb-macc.org/Rentals) | [AustinTexas.gov](https://www.austintexas.gov)

Section I: Production Request

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 their own Aerial Lift certification or liability insurance.

Refer to Tech Specs document for standard equipment in each performance space.

A. Audio- **Not available for Zocalo rentals.**

Sound System needed? (If yes, complete below. If no, skip section A.)					
	Select	Quantity	Item Description	Notes	
1.			Handheld wireless microphone	2 sets installed in BB and Aud.	2
2.			Lavalier wireless microphone		2
3.			Head worn wireless microphone	Auditorium only	2
4.			Vocal Microphones		7
5.			Instrument Microphones		7
6.			Instrument Input (D.I. Boxes)		2
7.			Gooseneck Mics (desktop mics)		5
8.			Overhead Microphones	Black Box & Auditorium Only	2
9.			Monitor Speakers (Powered Speakers)		4
10.			Laptop Audio Input (1/8" cable)		
11.			Video Clip has Audio		
12.			Intercom system	Black Box & Auditorium Only	
13.			Podium with Mic		2
14.			Sound Tech Assistance needed (to troubleshoot before and during event)		

B. Audio Notes (please provide us with any additional info to help make your event a success)

C. Video- Not available for Zocalo rentals.

Video System needed? (If yes, complete below. If no, skip section C.)					
	Select	Quantity		Notes	Available
1.			Film screening (DVD/BR)		
2.			Power point presentation		
3.			Power point clicker		2
4.			Require laptop (PC)		2
5.			Providing own laptop (PC or Mac)		
6.			32" TV monitor		4
7.			40" TV monitor		2
8.			Video projector		3
9.			Video projector extension arm		2
10.			80" Projector screen		2
11.			Video tech assistance needed (to troubleshoot before and during event)		
12.			Providing own video technician (provide contact info below)		
		12.a	Name		
			Phone number	email	
		12.b	Name		
			Phone number	email	
13.			Providing own video equipment. List equipment in Section D.		

D. Video Notes

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E. Lights- Not available for Zocalo rentals.

Stage Light System needed? (If yes, complete below. If no, skip section E.)					
	Select	Quantity		Notes	Available
1.			T-Light stand 8' w/ 5' arm extension		2
2.			Tree Light 7' or 10' w/ 50 pound base	6 Pole base total	6 (7') & 2 (10')
3.			Ellipsoidal light fixture w/19 deg. barrel	All installed	
4.			Ellipsoidal light fixture w/26 deg. barrel	All installed	
5.			Ellipsoidal light fixture w/36 deg. barrel		7
6.			Ellipsoidal light fixture w/ 50 deg. barrel		8
7.			Par Can 64	All installed	
8.			Parnell		5
			Strand SL 575 W. Ellipsoidal light fixture	Aud. Only Twist-lock connectors	4
			ETC Source 4 jr. 575 W. Ellipsoidal Light fixt.	BB only Edison connectors	4
9.			Color Bar		4
10.			Haze Machine		1
11.			Barn door frame 7.5" x 7.5"	Parnell	14
			Barn door frame 10" x 10"	Par Can 64	2
12.			Gobo holder M size	Source Fr. Jr	10
			Gobo holder B size	Strand SL	18
13.			Gel frame 6.25" x 6.25"	Ellipsoidal light fixture	49
			Gel frame 7.5" x 7.5"	Parnell	23
			Gel frame 10" x 10"	Par Can 64	30
14.			Light tech assistance needed (to troubleshoot before and during event)		
15.			Providing own light equipment. List equipment in Section F.		

F. Lighting Notes

G. Stage- Not available for Zocalo rentals.

Stage Set needed? (If yes, complete below. If no, skip section G.)						
	Select	Item Description	Dimensions			Colors
			W	L	H	
1.		Stage Panels 4'x8'				Black Leg sizes: 7 ½", 11 ¼", 12 ½", 23 ½", 31 ½"
2.		Stage Skirts 6'x23'	N/A		23"	Black
3.		Pipe and Drape (8'-12')	N/A			Black <input type="checkbox"/> Blue <input type="checkbox"/> Magenta <input type="checkbox"/>
4.		Masonite Floor Panel 4'x8'			N/A	Black
5.		Marley rolls 5.25' X 31.58'			N/A	Black <input type="checkbox"/> Gray <input type="checkbox"/> (4 rolls available)
6.		Wooden Floor Panel 3'x3'			N/A	Dark Oak

H. Base Equipment- Not available for Zocalo rentals.

Base equipment needed? (If yes, complete below. If no, skip section H.)					
	Select	Quantity		Notes	Available
1.			Rectangular Table 6 x 2.5'		20
2.			Rectangular Table 6' x 1.5'		10
3.			Tall Cocktail Tables 32.5" x 42"		21
4.			Short Cocktail Tables 32.5" x 30"		16
5.			Folding Chair		50
6.			Flip Chart Easels		5
7.			Podium		2
8.			Mobile Room Dividers 5'x6'		2
9.			Mobile Room Dividers 8'x8'		2
10.			Ice Chest		2
11.			Blue Chair	BB only	80
12.			Performance Brown Chairs		8
13.			Wooden Easels		5

I. Stage and Base Equipment Notes**Section V: Extra Notes****J. Other**

	Yes	No	
1.			Will you be using special effects? (Haze/smoke machines, strobe lighting, water, etc.)
2.			Will you be audio recording the event?
3.			Will you be video recording the event?

K. Special Request Tech Notes



Today's Date:

Event Schedule Request Form

This form is required in order to submit any production request/items **six weeks before event.**

This application serves as a request for the event schedule only. Information provided does not secure a rental space.

Rental fees information is available on the ESB-MACC website: [Emma S. Barrientos Mexican American Cultural Center Rentals](http://emma.s.barrientosmexicanamericanculturalcenterrentals.com) | [AustinTexas.gov](http://austintexas.gov)

Provide date, start time, and end time for each requested date. The ESB-MACC has a curfew of 10pm.

Events/productions will not be scheduled past the 10pm curfew. Set-up, breakdown, and clean-up is the responsibility of the renter, please account for this in your requested rental times.

K. Event Schedule & Timing

	Date	Load In Time	Doors Open Time	Event Start Time	Event End Time	Load Out Time	Quantity of Intermissions	Duration of Intermissions
*Example Line	7/1/2021	9am	10am	10:30am	12:30pm	1pm	1	15 minutes
Load in								
1.Tech In								
2. Tech in								
3.Tech In								
1.Run-through/Dress Rehearsal								
2.Run-through/Dress Rehearsal								
3.Run-through/Dress Rehearsal								
1.Event/Performance								
2.Event/Performance								
3.Event/Performance								
4.Event/Performance								
5.Event/Performance								
6.Event/Performance								
7.Event/Performance								
8.Event/Performance								
9.Event/Performance								
10.Event/Performance								
11.Event/Performance								
12.Event/Performance								
13.Event/Performance								
14.Event/Performance								
1.Load Out/Clean Up								
2.Load Out/Clean Up								