

Asian American Resource Center* Application of Fees

Hourly Rates and Fees are rounded up to the hour, no proration.

Staff and Utility Fees: Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations).

Cancellation Policy:

- 1.) If the City cancels, all deposits and fees paid are returned to renter.
- 2.) If the renter cancels 30 days or more before the rental start date, all deposits and fees paid are returned to renter.
- 3.) If the renter cancels less than 30 days before the rental start date, 50% of the rental fee and 100% of the deposit will be refunded after applying to any rental fees due.
- 4.) If the renter does not show up for the rental, no refund is given.

Rental Spaces	Rental Fee	Notes
Ballroom - Deposit Required	\$192.25 per hour	When ballroom is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
Great Lawn - Deposit Required	\$90 per hour	When great lawn is rented at least 4 hours, a maximum of 2 additional hours will be provided free. 2 free hours will still be charged staff and utilities if applicable.
Foyer - Deposit Required when rented on weekdays	\$70 per hour	<u>Foyer available for rental only outside of business hours.</u> During business hours, one registration/check in table may be setup. Outside of business hours, the foyer can be rented as a stand alone space on weekdays and is included with the ballroom on weekends, outside of business hours.
Classrooms 3,4,5,6	\$25 per hour	Per classroom.
Conference Room	\$45 per hour	
Kitchen - Deposit Required	\$95 per day	Kitchen only available for rent with ballroom rental. A certificate of insurance and Austin Public Health temporary food event permit is required.
Dressing Room use (w/ballroom rental)	\$50 per day	One available classroom will be provided as a dressing room only outside of AARC business hours; during business hours or if more than one dressing room is needed, the conference room or a classroom must be rented at regular room rates.
Security/Use Fee Deposits		Deposits refundable post event pending no other fees incurred during event.
No Alcohol	\$195 per day	
With Alcohol Served	\$330 per day	
Kitchen Damage and Cleanup Deposit	\$175 per day	
Additional Fees	Fee	Notes
Staff	\$30 per hour (per staff and 2 staff minimum required for most events)	Staff and utilities are charged for rentals outside of AARC business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations)
Utilities	\$22.50 per hour	Utilities charged for all rentals outside of AARC business hours (or during business hours when deemed necessary based on high consumption of electrical needs for lighting, sound, and event equipment)
Setup/Teardown Labor Fee	\$30 per hour (per staff)	Setup and Teardown fee is charged per staff x the number of hours required to setup and takedown equipment and furniture for rental.
Event Overtime Fee	Per hour rental fee + Per hour staff and utilities	Overtime penalty fee for how long the event occurs outside the contracted time frame.
Damage Fees	Varies	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client.
Equipment and Amenities	Fee	Notes
Complimentary Ballroom A/V Package	\$0 per day	Includes: ballroom projector, podium, and up to 3 microphones (wired and/ or wireless)
Mixer and Powered Speaker Package	\$0 per day	Includes: all items in complimentary package plus mixer and 2 powered speakers. Renter must provide a tech in order to operate.
Additional Furniture, Equipment and Lighting	\$ per piece	Click Here to View Available Equipment List
Copies		Copies available during rentals for emergency situations only. Please print all of your event items before arriving to the AARC.