



# **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		T NAME:								
ORGANIZATIO	N NAME:	PHONE NUMBER:								
ADDRESS:										
CITY:		STATE:		ZIP:						
E-MAIL:		WEBSITE:								
EVENT INFORM	MATION AND SCHEDULING									
EVENT NAME:										
EVENT TYPE:	PERFORMANCE (THEATER, MUSIC, D	ANCE): REHEARSAL	: BANQUET/RECEPTION	ON: FESTIVAL:						
	MEETING/TRAINING/WORKSHOP:	OTHER:								
EVENT SPACE (SELECT ALL THAT APPLY):										
BALLROOM:	FOYER:	CONFERENCE ROOM:	SMALL MEETIN	G ROOMS:						
KITCHEN:	DRESSING ROOM:	OUTDOOR SPACE LAWN	HOW MANY (UP TO 5 ROOMS AVAILA	•						
DATES AND TI	ME:		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 MARKETED OR PROMOTED TO THE AUDIENCE: ADULT: YOUTH: ALL AGES:

GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET

**EXPECTED EVENT ATTENDANCE:** 

WILL THERE BE OUT OF TOWN VISITORS? YES: NO:

VISUAL/PERFORMING ARTISTS? Yes: NO:

PLEASE CHECK ALL THAT APPLY: NO: NUMBER OF EVENT TEAM: (PERFORMERS, VOLUNTEERS, CREW, ETC.)

SERVING FOOD/SELLING FOOD: SERVING ALCOHOL: TENTS/CANOPIES:

MOONWALK/ROCKWALL: AMPLIFIED OUTDOOR SOUND: CATERER:

## AUSTIN PARKS O RECREATION



# 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 TEC	LIGHTING TECH EMAIL:		LIGHTING TECH PHONE:					
AUDIO TECH NAME:	AUDIO TECH E	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 (PRI	EFERRED)	OR	DROP OFF/MAIL						
BIANCA.GALVAN	@AUSTINTEXAS.GOV	840	1 CAMERON ROAD   A	USTIN, TEX	AS 78754				
SIGNATURE:			DATE:						
THANK YOU FOR YOUR INTEREST IN FA						-			
NOTES (FOR OFFICE USE ONLY)									
APPLICATION PROCESSED BY:	DATE:	TWO-	TWO-WEEK HOLD PLACED ON OUTLOOK:		:	DATE:			
FEE ASSESSMENT E-MAILED TO:	DATE:	CALE	CALENDAR CONTRACT E-MAILED TO RENTER:		ITER:	DATE:			
RENTER SIGNED CONTRACT:			SIT PAID:						
ADDITIONAL COMMENTS:									