

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
	INDIVIDUAL	IDENTIFICATION NUMBER)

**II. EVENT INFORMATION**

EVENT NAME _____					
TYPE OF EVENT <small>*CHECK ALL THAT APPLY</small>	COMMUNITY EVENT/FESTIVAL		DINNER/RECEPTION		
	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 <small>IF EVENT TO BE MARKETING TO PUBLIC, PLEASE INCLUDE ALL RELEVANT DETAILS INCLUDING ANY ACTIVITIES, REFRESHMENTS, BACKGROUND INFORMATION, ETC.</small>					
IS THIS EVENT OPEN TO THE PUBLIC?					
<small>EVENT IS CONSIDERED OPEN TO THE PUBLIC: *IF MARKETING 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	
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)**