



George Washington Carver Museum, Cultural & Genealogy Center Facility Rental User Guide




1165 Angelina St, Austin Texas 78702
512-974-4926

<http://www.austintexas.gov/department/carver-rental-spaces>





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, head tables, stages, and other equipment.</small> |
|--|-------------|---|
| <p>Lobby (Drum)</p>  | 4800 | <p>The lobby, affectionately referred to as “The Drum,” is a wonderful open space designed to maximize natural light, perfect for receptions.</p> <p>Capacity: 100 seated 250 standing reception</p> |
| <p>Boyd Vance Theatre</p>  | 1225 | <p>Stadium style seating makes it so there isn’t a bad seat in the house. The proscenium stage is fully integrated with light and sound and has a projector. Located behind the stage is a loading dock to handle all your set needs. There are two dressing rooms located in the backstage area – one of each side of the stage.</p> <p>Capacity: 134 seats</p> |
| <p>Commercial Kitchen</p>  | | <p>The commercial kitchen is available to rent.</p> <p>A certificate of insurance and a temporary food event permit from Austin Public Health are required.</p> <p>The kitchen includes commercial grade equipment including a large icemaker, refrigerator, freezer, warming ovens, and a microwave</p> |

Carver Plaza



Varies

Outdoor event space is available on front side of the facility. No outdoor lighting or electricity beyond building.

Generous Capacity and versatility

Freedom Plaza



Varies

The Freedom Plaza features an open grassy area, heritage oaks, and picnic tables. No outdoor lighting or electricity beyond building balcony. Tables and chairs are not included with rental.

Generous Capacity and versatility

Onie B. Conley Conference Room



A professional meeting room with a glass white board TV. Consider this space for your next seminar, meeting, or presentation.

Capacity: 12-15

Classroom



A multipurpose space great for teaching an array of extracurricular courses, meeting, or community activities. Tables located in the classroom can be rearranged to your liking. A whiteboard and TV are also present.

Capacity: 20-25

Dance Studio



308-312

A small studio equipped with mirrors, ballet barres, and a sprung floor.

Capacity: 15 - 20

The center has a variety of equipment and amenities available to assist with a successful event including a variety of equipment and a staff committed to the success of your event. Clients are welcome to bring in additional rentals, decorations, catering and other items.



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER FACILITY RENTAL 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 Carver Museum 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 user.
2. If the user cancels more than 21 days before the use begins, all deposits and fees paid are returned to user.
3. If the user cancels within 21 days before the use begins, 50% of the use fee and 100% of the deposit are returned to user.
4. If the user does not show up for the use, no refund is given

| RENTAL SPACES | RENTAL FEE | NOTES |
|----------------------------------|--------------------------|---|
| Lobby (Drum) – Deposit Required | \$50 per hour | |
| Theatre – Deposit Required | \$67 per hour | 4-hour minimum rental required for full productions |
| Carver Plaza – Deposit Required | \$75 per hour | Front of the museum |
| Freedom Plaza – Deposit Required | \$75 per hour | Back lawn. Tables and chairs not included with rental. |
| Kitchen – Deposit Required | \$50 per hour | |
| Classroom | Free | |
| Onie B. Conley Conference Room | Free | Free during museum hours. Must call or email the museum to reserve space. |
| Dance Studio | Free | |
| Security / Deposit Fees | | |
| Damage / Cleanup Deposit | \$100 per day | Deposits refundable post event pending no other fees or damage incurred during event. |
| No Alcohol | \$200 per day | |
| With Alcohol Served | \$400 per day | |
| ADDITIONAL | FEE | NOTES |
| Staff | \$20 per hour, per staff | 2 staff members minimum required for events. |
| Utilities | \$15 per hour | Staff and utilities are charged for rentals outside of Carver Museum business hours and all weekend rentals. |
| Setup / Teardown Labor Fee | \$20 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 | \$122 | Overtime penalty fee for how long the event occurs outside the contracted time frame |
| Damage Fee | Varies | If non-routing cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client. |

What types of events can the facility be rented for?

The George Washington Carver Museum, Cultural, and Genealogy Center (GWC) 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. Meeting rooms are available for ongoing or repeat events during a calendar year.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Please inquire with the event 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 GWC Reservation Agreement.

Policy on Availability

The GWC is dedicated to providing public events and programming throughout the year, therefore the facility may not be available for rent on requested dates. Rental space becomes available after the annual scheduling of City sponsored events and partnerships

The GWC is a public and multi-use facility; therefore no Renter shall have exclusive rights to the facility.

Rental Hours

The facility is available for event rentals seven days a week between the hours of 8am -11pm, 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 12pm midnight.

Any use of the space(s) beyond the rental time in the reservation agreement will be billed to the Renter at the hourly rate plus staff and utilities for each rented space.

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 Application to begin the process.
2. The Facility will notify Renter of availability and ability to accommodate the request and email a fee assessment.
3. Upon approval of the fee assessment by the renter, the Facility Waiver/Contract will be emailed for signature and payment of applicable reservation deposits or fees. Payment balances are due 30 days before the event.
4. If a signed contract and deposit are not on file by the 14th day after the rental application was submitted, the date hold will be removed.
5. A pre-event walk through *is* required two weeks prior to the event to include Renter, Event Coordinator, and vendor representatives (caterer, sound technician, etc.). Permits are due at this time.
6. After the event, refunds due will be processed and a facility survey provided for feedback.

Holiday Rentals/Facility Closures

All Parks and Recreation Department facilities will be closed and are unavailable for rental on the following holidays:

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

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 (PARD) Fee Schedule. View the GWC Rental Fees.

Reservation Holds

Reservation date holds are held up to 14 calendar days 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 until the 14 day hold is expired or 3 full business days from contact to submit the deposit and signed agreement (the earlier of the two dates will prevail); otherwise, the tentative hold will be released on the fourth 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 in writing. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

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 Asian American Resource Center. Cash and credit card 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 only deposit and staff and utilities fees will be refunded after applying to any rental fees. 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 10 business days following the rental date.

Are there any spaces available at no-charge?

The GWC has two community rooms and Dance Studio which are offered free of charge, on a first-come, first-serve basis. Each of the rooms has specific guidelines for use of the rooms. These rooms are for programs that are during regular business hours, open to the public and do not charge a fee. View the community room guidelines and request form.

Collaborations

PARD facilities determine programming priorities based on public input. PARD programs also take into consideration its mission, values, and audience. Once the PARD 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.

Collaboration applications are available.

Co-Sponsorships

Community events may be eligible for co-sponsorships if they are consistent with City of Austin and

PARD'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 PARD 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 PARD will provide for the event. Large-scaled events (over 1000 attendees expected) are handled by PARD'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. The GWC does not have authority to provide any discounts or changes to the PARD Fee Schedule.

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

Subleasing

At no time shall a renter 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.

Insurance Requirements

Insurance naming the City of Austin as additional insured is required for all public* events, rental/use of the commercial kitchen and those that involve running, biking or walking, athletic competitions, 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. *Public events in the classrooms and conference rooms do not require a certificate of insurance.

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 10 business 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 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.

View the permit information on the PARD Special Events website [here](#).

Temporary Food Event Permit

Renter must obtain a temporary food event permit for any open food or beverage served or sold to the public or rental of the kitchen. A caterer must have a temporary food event permit for the day of the event even if they have a permit for their food establishment.

View the Permit to Operate application from Austin Public Health [here](#).

Kitchen Facilities and Catering

The facility has a commercial kitchen available for use with a paid rental or separately. Kitchen rental use requires a kitchen rental fee, certificate of insurance, and a temporary food permit regardless of whether event is public or private. If the above requirements are not met, under no circumstance will use of the kitchen be allowed. Renter must comply with commercial kitchen policies and regulations.

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.

Equipment (Audio Visual, Lighting and Furniture)

The facility has a variety of equipment available, some which is included in the rental and some at an additional charge. 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.

GWC staff does not provide AV technician services. Renter responsible to manage and operate AV and lighting needs for their event.

The facility does not provide any decorator services such as table linens or decorations.

Not all furniture or equipment can be moved or removed in event spaces.

Wi-Fi

The GWC offers free, public wireless internet for center visitors and renters and attendees. Wireless Internet service is vulnerable to interference from other wireless devices and due to high volumes of usage. Depending on the internet requirements for an event, a renter may wish to bring a wired, dedicated Internet connection to ensure sufficient internet capabilities. Network: **COA-Guest** (no password)

Storage

The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Items may not be stored before or after the contracted reservation time.

Loading Zone

The 15-minute loading zone is for loading and unloading only. Vehicles may not be parked in the loading area for extended periods of time.

Room Use and Rental Time

Room use is limited to reserved spaces and only during rental period listed on contract. Charges will incur for use of non-rented space and early arrivals and late departures.

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.

Outdoor Events

The Freedom Plaza is available for rent. The lawn does not have outdoor lighting, electrical or equipment available. Generators, outdoor lighting and tables, chairs and tents must be rented from a rental company. Vehicles may not park on the lawn.

Check In and Check Out Procedures

Groups renting or reserving space are required to sign in and out at the front desk. A driver's license

will be held during the reservation until a walkthrough of the space has been completed and all borrowed or rented equipment has been returned.

Room Setup

GWC Staff is available to help setup the Lobby, for additional fee, with GWC owned furniture and equipment. The classrooms and conference room have a standard setup and custom setups are the responsibility of the Renter.

Room Cleanup

The Renter is responsible to return all rented space(s) and support spaces (kitchen, restrooms, etc.) to its original clean condition. The renter may opt to complete the cleaning with their team, volunteers or hire their own cleaning crew.

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.

View the cleaning and teardown requirements [here](#).

Trash and Recycling

The GWC provides one 4-yard dumpster and one 4-yard recycling container at the GWC. In some cases, the GWC 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. The City of Austin and GWC support Austin's Zero Waste goal. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, flattened cardboard, empty plastic bottles, containers & aluminum cans, and glass. Food waste, plastic bags and foam cups & containers should be placed in the trash. Styrofoam products are prohibited at all times.

If you would like to promote recycling and reduce waste at your event, please discuss a recycling plan with the Event Coordinator.

Event Staff

The Parks & Recreation Department requires staff to be on site at all times to monitor, inspect and secure the facility. During events, GWC 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 GWC 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 with 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 event 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.

Personal Conduct

At all times the Renter and all associated with the rental organizations are required to conduct themselves in a way that respects everyone's personal space and dignity and is mindful of the numerous other members of the public using the GWC. The following types of behavior will not be tolerated:

- Verbal / Physical aggression toward anyone, including employees
- Behavior or productions that promote or glorify hatred, violence, racial, sexual or religious intolerance.
- Blatant non-compliance of directives given by any COA employee in the interest of public safety.

Facility Alterations/Decorations/Prohibited Items

Renters are not allowed to use any decorations, nails, signage or make any other changes that would cause any changes, alterations, or repairs to the interior or the exterior of the facility without advance approval from the GWC staff. No items may be attached or hung from exhibits, ceilings, 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 painter's tape.

Mounting putty or painters' tape are the only approved method to affix decorations to open wall space. The following décor items are prohibited: glitter, confetti, cascarones, rose petals, rice, birdseed, fog machines, sparklers, and open flames. LED candles are permitted.

Community Exhibit Program

The GWC's Community Art Exhibit Program displays artworks year-round that celebrate the diverse and dynamic cultural heritage, history, identity and creativity of African American history and culture. Exhibits may not be removed for rental events, handled and no items should be attached to exhibits at any time. Care should be exercised for community exhibits items.

Smoking

The George Washington Carver Museum & Cultural Center (GWC) is a tobacco-free facility of the Austin Parks and Recreation Department (PARC) based on the Director's approved tobacco-free policy restricting tobacco use at any time on GWC property, including personal vehicles parked in GWC 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

Except for guide animals, animals are prohibited inside the facility. Leashed animals are permitted outside.

Parking

The parking lot can accommodate 93 vehicles (including ADA and fuel-efficient spaces) and spots are available on a first come, first-serve basis. Additional overflow parking is available next door at Kealing Middle School. Overflow parking signs are available for use.

Parking is not allowed in the loading area except during load-in and load out and no parking is allowed at any time in the fire lanes, grass area, GWC reserved spaces, or adjacent parking lots written prior written authorization. Renter is responsible for the enforcement of fire lanes and "no parking" zones during their event.

For large events, the renter should coordinate a parking plan with the Event Coordinator.

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 GWC 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.

Safety and Emergency Procedures

The GWC is equipped with closed circuit television camera mounted in various locations inside and outside.

First Aid Kits are available, please speak with the reception desk attendant if needed.

An AED is located by the front desk with a First Aid Kit.

In the event of an emergency, the renter or any person on site may dial 911 from a phone or notify GWC staff on site. All on site incidents and participant injuries must be reported to GWC 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 GWC staff.

Access to exit doors must not be blocked at any time.

Mother Friendly Room

The GWC can provide a mother friendly space/lactation room as needed. Please contact staff for access.

Lost and Found

All found items of value (will be turned into the GWC Front Desk and logged in for tracking purposes. Items of value will be kept for 30 days. All other lost and found items will be held for 7 calendar days before disposal. Perishable or items which pose a health risk items will be disposed immediately.

Event Information/Marketing

GWC staff will provide a calendar of events at the facility to the community. An event information sheet will be provided at the time of the reservation for any rental events which are open to the public. This information may be used in the GWC calendar of events and/or Facebook page.

Use of the GWC, Parks and Recreation Department and City of Austin logo is not allowed for rental events unless the event is a co-sponsorship or collaboration.

Feedback

We value our Renter's opinion and are committed to providing a quality experience at the GWC. An online facility rental survey will be provided immediately following your event which may be returned to the Event Coordinator.

We also collect performance measure data and may request the number of attendees, number of creatives/artists participating in your event and number of out of town guests.

Post Rental Cleaning Requirements and Inspection Checklist

Renter is responsible for returning the facility to its original condition. This includes returning all GWC furniture and equipment to its original location, cleanup of the facility rented spaces, and any other are utilized by renter and participants during the rental period (i.e. hallways, restrooms, etc.). If time, volunteers, or staff resources are limited, please consider contacting janitorial services for your event. A minimum of one hour or more is recommended for cleanup depending on the size and nature of your event.

Date of Rental: _____

Number of Youth: _____

Renter Arrival Time: _____

Number of Performers: _____

Renter Departure Time: _____

Number of Volunteers: _____

Number of Adults: _____

| YES | NO | N/A |
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On Stage

- All items belonging to the renter/production company removed
- Spike/Gaffer tape removed except center mark
- Stage floor swept
- Curtains places back in original positions and flown out
- Borrowed cable is wrapped properly and returned to it's correct place
- Ladders have been returned to their rightful position
- Borrowed tables have been taken down and returned to the lobby closet

| YES | NO | N/A |
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Backstage and Dressing Room areas

- Backstage floor has been swept
- Trash bins emptied in the dumpster located behind the theatre loading dock
- All costumes and personal items are removed from the dressing room area
- Clothing racks are placed back in their original places
- All notes and cue sheets removed from the backstage area
- Catwalk area is clear
- Any excess equipment belonging to the theatre has been returned
- Dressing room lights are off
- Backstage vanity lights are off

| YES | NO | N/A |
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Lights & Light Booth Area

- All electrics returned to House Plot
- Gels used in production removed from electrics.
- Any excess equipment belonging to the theatre has been returned
- Show files deleted from light board
- Light board is off

| YES | NO | N/A |
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Seating Area & Sound Booth

- Seating area is clear of all programs and other trash
- Seating area has been checked for personal items left behind
- All notes and cue sheets are removed from the sound booth
- All settings made for production taken out of system
- All speakers have been returned to their original positions
- All cue/spike tape removed from the sound board/area

| YES | NO | N/A |
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Clean-up for Drum & All Rented Rooms

- All chairs to be stacked on chair carts and placed in the lobby hallway closet
- All round and rectangular tables stacked on carts and placed in lobby hallway closet
- In classroom & conference room: All tables returned to their original set-up
- All spaces: tables and chairs are wiped clean
- All Spaces: Trash generated during the event is removed and taken to dumpster located in archival loading dock

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Personal items, decorations, and signage are removed from the rented spaces and ancillary spaces. Any tape or temporary adhesive used is removed as well

| YES | NO | N/A |
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Outdoor Areas

Grounds walked and all trash picked up and disposed of in exterior trash bins and dumpsters.
 All equipment borrowed from the facility has been returned
 All tables and chair returned to the lobby closet or otherwise noted area

| YES | NO | N/A |
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Kitchen

Oven, burners, and any other appliances are turned off AND are cleaned
 All food brought in by the renter has been removed or properly disposed of
 Countertops, sink, and other surfaces are clean and sanitized
 All trash disposed of in outside dumpsters
 Floors are clean (swept/mopped)

Notes/Damages: Staff to document any reported or observed damages (description & photo) and/or use of space(s) beyond rental agreement (include space and start/end time). Use back if more space is needed.

I have reviewed the above cleaning checklist with the GWC event staff prior to my event. I understand the renter cleaning responsibilities and will review the cleaning requirements prior to the event date with my cleanup volunteers, crew, or third part cleaning company.

Pre-Event

Renter Name (Print):

Renter Signature:

Date:

Post-Event

Renter Name (Print):

Renter Signature:

Date:

GWC Staff (Print):

GWC Staff Signature:

Date:



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 MEETING/TRAINING/WORKSHOP:

BANQUET/RECEPTION: FESTIVAL: OTHER

EVENT SPACE (SELECT ALL THAT APPLY):

DRUM: THEATER: CARVER PLAZA: FREEDOM PLAZA: KITCHEN:

DATES AND TIME(S): 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)



RENTAL APPLICATION

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 GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET AUDIENCE TYPE: 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 MOONWALK/ROCKWALL:

AMPLIFIED OUTDOOR SOUND TENTS/CANOPIES: CATERER:

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: _____



RENTAL APPLICATION

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

CarverMuseumTheaterCalendar@austintexas.gov 1165 ANGELINA STREET | AUSTIN, TEXAS 78702

SIGNATURE: _____ DATE: _____

THANK YOU FOR YOUR INTEREST IN FACILITY RENTALS AT THE GEORGE WASHINGTON CARVER MUSEUM FOR ANY ADDITIONAL QUESTIONS OR CONCERNS PLEASE CONTACT THE CENTER VIA E-MAIL AT CICELEY.FULLYLOVE@AUSTINTEXAS.GOV OR BY PHONE AT 512.974.3670.

NOTES (FOR OFFICE USE ONLY)

APPLICATION PROCESSED BY: _____ DATE: _____

TWO WEEK HOLD PLACED ON OUTLOOK: DATE: _____ FEE ASSESSMENT E-MAILED TO: DATE: _____

CONTRACT E-MAILED TO RENTER DATE: _____ RENTER SIGNED CONTRACT DATE: _____

DEPOSIT PAID DATE: _____

ADDITIONAL COMMENTS: