

Austin Association of the Deaf (AAD)

Rental Expectations

To rent the AAD Facility, you will need to fill out a rental form and bring to an executive board meeting for an approval. Upon approval, **the deposit of \$150 is required to secure the date and rental fee of using the club paid in full** after approval from executive board. The cost of rental is listed on the AAD rental form.

The Event Security Deposit will be returned to you within 30 days of the conclusion of the Event. Inspection of the AAD will take place immediately following your Event. If damage has occurred, the Deposit, less costs of repairs or clean-up, will be returned. If these costs are greater than the Deposit, you will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the Event.

Type of payment will be accepted via cash, check or credit card. Please note that there will be fee applying for using credit card.

The length of renting is up to 4 hours plus setting up and cleaning up hour. If need to rent for more than 4 hours or up to 8 hours, the fees will be between \$200-\$500 depending on categories.

Bar Opening:

If you want to have bar opening, it will require \$25 fee per bartender per 50 or less people up to 4 hours. If it is more than 50 people, the second bartender (additional fee of \$25) will be added at no question. If the bar remains opening more than 4 hours, then it will be additional of \$25 fee.

Alcohol Beverages:

No alcohol beverages can be brought to the AAD premise due to Texas Alcohol Beverage Commission permit/license. However, Alcohol purchase must be done by the AAD. You can ask for specific alcohol beverages for your event. The costs of purchasing alcohol beverages will be needed to be paid prior to your event.

Alcohol must be consumed during FUNCTION ONLY. Consumption of alcohol is prohibited during event set-up and tear-down.

AAD reserves the right, at their discretion, to discontinue alcohol service at your function at any time.

Decorating:

Decorate as you like to. Can decorate and hang on the ceiling brackets or rods.

Candles are allowed as table decorations, as long as the candles are in a container and the flame is lower than the top of the container. No open flame allowed.

Staples, nails, tape, or other fasteners shall NOT be used on the tables or any walls.

Paint tapes will be accepted on walls. The paint tapes will NOT be provided so you will need to bring your own.

Tables/Chairs:

Tables and chairs are available. Also, folding chairs are available.

Table covers are NOT provided so you will need to bring your own table covers.

Here is the list of what AAD has

Tables:	60-inch Round	52-inch Round	3 ft x 3 ft square	6 ft by 3 ft	8 Ft by 3 ft
Available:	9	3	12	4	1
Chairs:	Black	Black w/ gold	Red	Purple Plastic	Outdoor
Available:	37	7	50	8	30

Furniture, Kitchen and Equipment:

Set up any table/chair arrangements but most important is NOT to BLOCK EXIT Doors.

Please do not move big cabinets.

Please do not cover any security cameras or doors.

The music entertainment can be moved but check with the club manager for electric connecting.

Disco ball and LED strip lights are set up and can be requested to use these.

LCD projector and TV apple are available upon request.

If you use MAC laptop, please bring a special adaptor for connecting with LCD.

Extension cords may be available upon request.

KITCHEN: Please note that the bar and kitchen are in the same area. Please show respect for bartenders by keeping sink and counter cleaning for them to utilize. You can use oven. As for stovetop, it is not available due to cooking wares. Please check with the event coordinator or the club manager about using kitchen space for preparing. For serving food, please use the outside countertop. Please do NOT block anything at the EXIT Door.

Hours and Noise Ordinance:

The hours of AAD are following:

Friday: 7 p.m. to 1 a.m. The bar closes at 12 midnight. Last call for alcohol beverage purchasing/serving is 11:45 p.m.

Saturday: 7 p.m. to 2 a.m. The bar closes at 1 a.m. Last call for alcohol beverage purchasing/serving is 12:45 a.m.

Other days: upon reservations.

Nosie Ordinance: Under City of Austin, musical instrument audible ends at 10:30 p.m. Prior to this time, the maximum sound level at the AAD is 75 decibels.

Conclusion and Cleaning up:

AAD has a cleaning checklist for you and your committee/people to follow and clean up accordingly. You can request a copy of the cleaning checklist.