

## Frequently Asked Questions Regarding Rentals

Q: Who can rent the Center for Architecture?

A: AIA members, Allied members, firms, and public for profit and non-profit groups who fall under our mission statement:

- The Center for Architecture was founded by the San Antonio chapter of The American Institute of Architects to conduct community initiatives and advance the knowledge of architecture in San Antonio and appreciation of the architecture and communities found within the region. In addition to fostering knowledge about the built environment among the public, the Center's goal is to help shape the future of architecture and design through advocacy, professional collaboration, and educational outreach.

Q: How may the space be utilized?

A: For meetings, presentations, educational outreach, lunches, and dinner and cocktail parties.

Q: What is the rental fee?

A: Please see the Rental Information packet to determine the appropriate pricing for your event, as it depends on the space used, length of time, and membership in the AIA San Antonio.

Q: Does the rental fee change based on the headcount?

A: No, but the client will have to honor the capacity of the space (150 standing for cocktails in the Gallery, 44 seated for a presentation, and up to 80 seated at 60" rounds for dinner. The Board Room seats 18-20 comfortably.)

Q: What is the square footage of the Gallery space and the Board Room?

A: The Gallery is 1,615 square feet, and the Board Room is 510 square feet.

Q: Are the table and chairs included in the rental rate?

A: Yes, unless the client will need 60" round tables or chivari or folding chairs. If this is the case, the Event Coordinator will be happy to help the client select the appropriate recommended rental company.

Q: What is not included in the rental fee?

A: Catering and security officer if needed.

Q: Do I need an appointment to see the space?

A: While the Center for Architecture is open Monday through Friday 8:30 am to 5:30 pm, it is strongly recommended that you first schedule an appointment with the Event Coordinator \ for a walkthrough by calling 210-226-4979.

Q: Is there a standard amount of time allotted for set up and clean up?

A: The client must figure in their set-up requirements and rent the space accordingly. Set up is not allowed until the stated contract rental time begins.

Q: Can two events take place at the same time?

A: Yes, if one event is taking place in the Board Room and the other is in the Gallery. The Event Coordinator will avoid this condition when possible, and notify the client if the situation arises.

Q: How far in advance should I book my event?

A: Events are booked on a first come, first served basis. The client may call the Event Coordinator at 210-226-4979 to check on the most up to date availability.

Q: Is there an approved catering list?

A: Yes, please see the Rental Information packet for the approved list which is sure to please every budget and palate.

Q: What percentage discount does a non-profit receive?

A: 20% discount.

Q: Is the space available to rent on a holiday?

A: No.

Q: May events last past midnight?

A: Yes, for \$100 per hour in addition to the rental fee and the event may not last past 2:00 am.

Q: May a client bring in their own alcohol if a licensed Texas Alcoholic Beverage Commission (TABC) bartender(s) serve it?

A: Yes.

Q: What is the cancellation policy?

A: Please see the Rental Information packet for details. Any event cancelled with less than thirty days notice will be required to pay 100% of the rental fee.

Q: I am ready to book my event at the Center for Architecture. What is the next step?

A: The Event Coordinator would be happy to place a three day hold on a date which gives the client the right of first refusal if another party expresses interest in that date. When the client is ready to book, a signed contract and the deposit (half of the rental fee) confirms the date.