

# The Center for Architecture Event Rental Contract

**Client:**

Contact:

Address:

Phone:

Email:

**According to the conditions stated below, the Center for Architecture hereby lets unto the above named Organization or individual that facilities described in this Rental Agreement.**

Event name:

AIA San Antonio membership level:

Official event date(s) & time(s):

Setup start time:

Cleanup/Departure time:

Estimated # of Attendees:

Rental fees:

- 
- 
- 

\_\_\_\_\_ total  
\$

\*\*\*\*\*

**Conditions:**

1. The organization or individual renting facilities at the Center for Architecture shall be referred to as the "Client" in this Rental Agreement.
2. The Center for Architecture's responsibility is limited to opening the building, having a representative of the Center for Architecture on site during the event, and performing reasonable setup and cleanup **assistance**. Unless listed in the "Special Accommodations" section below, no other accommodations will be made by the staff of the Center for Architecture.
3. In conjunction with the execution of this agreement, the Client must submit to the Center for Architecture both of the following documents:
  - a. The "Hold Harmless" agreement signed by the Client
  - b. A "Certificate of Insurance" issued by the Client's insurance company which confirms coverage of at least \$1 million for the date of the rental and list AIA San Antonio as the additional insured.
4. The Client must provide setup and departure times for their use of the facilities. There is a minimum rental time of 2 hours whether or not the full time is used by the Client. Any event starting or ending after 5:00 pm is charged at the evening rate. The Client or the Client's representatives, including party planners, caterers, beverage distributors, party suppliers, etc. may **not** arrive or drop off supplies before the above noted "Setup Start Time" without prior written approval by the Center Event Coordinator. An inconvenience fee of \$50 will be assessed for every 15 minutes used beyond the agreed upon setup and departure times.
5. If the Client's event is open to AIA Members or the general public, the Client may contact the Event Coordinator with details of the event to allow the Center to promote the event via the AIA website calendar, and e-newsletter.
6. The Client is responsible for setting up before and clearing up after their event(s). All surfaces must be fully protected against damage. A fee of \$50 will be assessed for every 15 minutes of cleanup required by Center staff after the Client's event.
7. A required deposit of at least 50% is due at the time of booking, with the remaining 50% balance due before the event. Rentals will not be made official until the required deposit and paperwork have been received. Note cancellation policy. Checks should be made payable to "AIA San Antonio--Center for Architecture."
8. In the event of cancellation, fees will be charged to the Client using the following guidelines:  
Four weeks' notice or more: 100% refund of required deposit. Less than four weeks' notice: no refund.
9. The Client is responsible for the conduct of all persons in attendance at the event(s).
10. The Client acknowledges that the Center for Architecture is a functioning office, gallery, rental hall and store and that employees, visitors, other Clients, and/or the public may occasionally walk through, by, or near the rented facilities and that occasional noise may enter the rented facilities due to the normal, daily operations of the Center for Architecture.
11. The use of the Center for Architecture's facilities does not imply endorsement or sponsorship of the event by the Center for Architecture. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. Proof of invitation, announcement, or email blast must be sent to the Center for approval prior to printing and/or distribution.
12. Admission fees shall not be charged unless indicated in the "Special Accommodations" section below and are subject to approval in accordance with the AIA San Antonio mission statement.
13. The Center for Architecture assumes no responsibility for property brought into the facilities. All property belonging to the Client must be off the premises at the conclusion of the event.
14. Smoking is not allowed inside the Center for Architecture or within 20 feet of its entrances.
15. Alcohol is not to be served unless indicated in the "Special Accommodations" sections below. Liability related to the serving or consumption of alcohol at the Center rests solely with the Client, who should have proof of proper insurance to cover such liability on file with the Center. The Center for Architecture requires that a

**CENTER FOR ARCHITECTURE**  
**SAN ANTONIO**

Pearl Brewery approved security guard and a licensed TABC bartender be hired to serve alcohol at the Client's event.

16. \_\_\_\_\_  
Special Accommodations (Catering, Alcohol, Admission Fees, Decorations/Displays, etc.)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Requested Amenities**

Not all amenities may be available for your event. Available quantity indicated in parenthesis after amenity.  
Please indicate desired quantity on line in front of amenity:

Available in any space:

\_\_\_\_ 18" x 72" Tables (20)    \_\_\_\_ 18" x 60" Tables (5)    \_\_\_\_ Nesting Chairs (150)

\_\_\_\_ Portable Projector (1)    \_\_\_\_ Use of Refrigerator (1)

Available in the Gallery only:

\_\_\_\_ Wireless Microphone (1)    \_\_\_\_ DVD/VHS Player (1)    \_\_\_\_ Conference Phone (1)

**It is understood that violation of any of the above conditions will void this Event Rental Agreement. The parties hereto intend to be legally bound by the above conditions.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

Event Coordinator  
\_\_\_\_\_  
Title

The Center for Architecture – AIA San Antonio  
\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**CANCELLATIONS**

Four or more weeks notice - full refund. Less than four weeks' notice of cancellation - no refund. All bookings are received on a first come, first served basis based on when the deposit is received. Cancellations must be received in writing to be considered valid.

**SECURITY**

One security guard is required for events serving alcohol. Security is required to be in place ½ hour before guests arrive and ½ hour after the ending time of the event to assist with the departure of guests. The rate for each security guard shall be \$25.00 per hour.

**PARKING**

Free surface parking for the Center for Architecture is available at surface lots located on Grayson Street on the east and west sides of the Full Goods building. Additional curbside parking is located on Grayson Street. For large functions, specific parking locations will be identified and marked.

**ALCOHOLIC BEVERAGES**

A Texas Alcoholic Beverage Commission (TABC) licensed bartender must be used for the service of all alcoholic beverages and may be hired through your caterer.

**FIRE SAFETY**

Facility is a non-smoking establishment. Smoking is permitted outside the facility in designated areas only. There is a "no open flame" policy inside the Facility.

**SCHEDULING**

The Center for Architecture is an exhibition space, rental hall, and functioning office. Capacity, wall, and floor space are subject to change due to installed exhibitions, events, or daily office activity. Exhibitions are not to be removed or altered when setting up for an event without the written approval and assistance of the Center Coordinator.

**CLEANING & DAMAGE**

By signing the rental agreement, the User agrees to return the Facility in the condition it was presented on the day of the event. As a security deposit, the User agrees to provide a valid Driver's License and a major credit card (Visa/Master Card/American Express). User assumes all liability for items damaged, broken and/or removed from the Facility and understands the credit card on file will be charged if those items are not repaired, replaced, or returned. If the items are not repaired, replaced, or returned to the Center Coordinator's satisfaction, following three e-mail notices, the item(s) will be charged to the Visa / Master Card / American Express credit card number listed below:

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

## “Hold Harmless” Agreement

(Organization or Client): \_\_\_\_\_  
hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property caused by or resulting from the use by the lessee of the Center for Architecture facilities and agrees to indemnify, defend, and hold harmless the Center for Architecture, its agents and/or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage, or injury to persons or to property caused directly or indirectly by the above named lessee, its agents, members or employees, its property or equipment, or any and all persons acting in the lessee’s behalf or under their supervision or control, whether direct or indirect.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**Note:**

In conjunction with the execution of this “Hold Harmless” Agreement, the Client must submit to the Center for Architecture both of the following documents:

1. A completed “Event Rental Agreement” signed by the Client
2. A “Certificate of Insurance” issued by the Client’s insurance company which confirms coverage of at least \$1 million for the date of the rental and lists AIA San Antonio as the additional insured.

# Rate Policies

**BOARD ROOM OR GALLERY II**

(RENTED SEPARATELY; HOWEVER THE SAME RATE APPLIES TO BOTH SPACES)

	Hourly Rate	½ Day (four hours)	Full Day (eight hours)
<b>For Profit</b>	\$175	\$560	\$980
<b>Non-Profit</b>	\$140	\$450	\$785
<b>Allied Member/Sponsors</b>	\$155	\$495	\$870
<b>AIA Professional Members</b>	\$95	\$300	\$610

**GALLERY**

	Hourly Rate	½ Day (four hours)	Full Day (eight hours)
<b>For Profit</b>	\$250	\$800	\$1500
<b>Non-Profit</b>	\$200	\$640	\$1200
<b>Allied Member/Sponsors</b>	\$225	\$720	\$1350
<b>AIA Professional Members</b>	\$125	\$400	\$750

\*Please note that a two hour minimum is required for all rentals.

\*If full facility required, combined rates will reflect a 25% discount.

**Surcharges**

- Clean-Up fee                   \$35 for half a day and \$65 for a full day rental will apply.
- After Hours Events       Beginning before 8:00 am or ending after 5:00 pm Monday through Friday, and during the weekend. 25% of the room rental fee.
- Security                        Required for events with over 100 in attendance in which alcohol of any kind will be served. Four hour minimum at \$25 per hour per officer.

## Rental Checklist

- Check with the Center Event Coordinator for availability of preferred rental date(s) and time(s) and place a hold on them. When booking, be sure to include enough time for setup and cleanup. Held dates may be released after 3 days for rental to other organizations and individuals unless the minimum deposit is received.

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Preferred Rental Date(s) and Time(s)

- Complete and mail/fax the following forms to the Center Event Coordinator:
- "Rental Agreement"
    - Fill out "Special Accommodations" section for any setup requirements or to request amenities. Not all amenities may be available for your event.
    - Use floor plan to map layout for special setup requirements
  - "Hold Harmless Agreement"
  - "Certificate of Insurance" for at least \$1 million in coverage listing AIA San Antonio as the additional insured.
- Payment of the required minimum deposit to confirm rental
- Minimum 50% for Event Rentals, 100% for Exhibition Rentals
  - Checks should be made payable to the "AIA San Antonio – Center for Architecture" and indicate date(s) of event or exhibition
- Rental confirmed via email by the Center for Architecture Event Coordinator
- Within 24 hours of event, Client is responsible for verifying A.V. and room setup for space.
- Make arrangements with necessary outside vendors, if applicable
- Caterer (have them contact Center Coordinator to schedule setup)
  - Additional A/V rental
  - Additional furniture rental
  - Other \_\_\_\_\_
- 
- Send remaining 50% balance for Event Rental at least 72 hours prior to event rental
- Return space to its original condition/setup at end of event

Event Coordinator  
Center for Architecture  
200 East Grayson St., Ste. 110  
San Antonio, Texas 78215

phone (210) 226.4979  
fax (210) 226.3062  
[torrey@aiaa.org](mailto:torrey@aiaa.org)  
[www.aiaa.org](http://www.aiaa.org)