



## How to rent our lovely club!

**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.

If you have any questions, please do not hesitate to ask AAD Treasurer or AAD Club Event Coordinator via [austindeafclub@gmail.com](mailto:austindeafclub@gmail.com) / 512.410.1535.

Fill out the rental form: <https://www.austindeafclub.org/rental> or attachment sheets