

## TAB SPACE RENTAL REQUEST FORM

316 W. 12th St. Suite 200, Austin, TX 78701



### The Rooftop

Member - \$1500  
(\$2,500 for events ending after 9 PM)  
Non-Member - \$1750



### The Boardroom

Member - \$500  
Non-Member - \$750

#### Important Information:

- Reservations can be made up to 90 days in advance of the event date.
- A signed Rental Request Form and a 50% payment are required to secure your reservation.
- **Full payment is due 14 days before the event date.**
- Fees must be paid by check, to "Texas Association of Business" mailed to 316 W. 12th St. #200, Austin, TX 78701.
- Please note that cancellations made less than **14 days before the event date will incur a 50% cancellation fee.**
- **TCCE Members and TAB Board Members are eligible for one complimentary space rental per year.**

Organization:	
Date of Event:	
Time of Event:	
Description of Event:	
Number of Attendees:	
Will alcohol be served?	_____ Yes, hard spirits _____ Yes, beer and wine _____ No
Person of Contact Name:	
Email:	
Phone Number:	
Setup Start Time:	
Cleanup End Time:	
Name & Phone Number of person responsible for setup and cleanup:	
Do you have any special requests or requirements (e.g., audiovisual equipment, specific furniture arrangements, etc.)?	
Additional Notes or Comments:	

**To make a reservation, please complete the following and send signed copy to:**

info@txbiz.org

## RENTAL RULES

### Event Scheduling & Usage Guidelines

- **Rooftop Reservation:** Private events on the rooftop can only be reserved from 5 PM – 11 PM. Setup must occur no earlier than one hour prior to the event, and breakdown/cleanup must be completed within one hour after the event end time.
- **Capacity:** The boardroom has a maximum capacity of 50 people. The rooftop has a maximum capacity of 75 people.
- **Event End Time:** The premises must be vacated by the indicated event end time. A \$500.00 per hour (non-prorated) usage fee will be charged if occupied beyond this time.
- **Setup:** Someone from your group must be available to set up. Setup must occur no earlier than one hour prior to the event.
- **Cleanup:** Someone from your group must be available for cleanup, which includes:
  - Disposing of all trash, including boxes, bottled waters, signage, etc.
  - Returning any “borrowed” chairs to their original location.
  - Resetting the room in the configuration needed by the next group. Wiping down all tables.
  - Ensuring the space is completely ready for the next meeting or function.
  - Failure to meet these requirements or return the space to its original condition will incur a \$1,000 cleanup fee.
- **Furniture:** Moved furniture must be returned to its original place, or a \$250 charge will apply.

### Alcohol & Catering

- **Beer & Wine:** May be served without a TABC-certified bartender.
- **Spirits/Liquor:** Must be served by TABC-certified bartenders. The TABC bartender license/caterer information must be provided in advance. One security officer is required for all events that serve hard alcohol.
- **Catering/Bar Services:** TAB is not responsible for coordinating or paying for catering, bar services, or valet.

### Premises Rules

- **Decorations:** Cannot be affixed to any part of the premises. No rice, birdseed, sparklers, or confetti allowed.
- **Prohibited Items:** No open flames are permitted. Propane heaters are allowed outside but cannot be stored in 316 W. 12th. No glass is permitted outside; use acrylic and biodegradable dishes and drink ware.
- **Smoking:** No smoking is permitted.
- **Television/Monitors & Sound System:** Use must be coordinated with TAB.
- **Parking:** Parking is not provided—visitors are not allowed to park at TAB lot; event workers must find offsite parking.
- All deliveries must be made through the service entrance located in the back alley.

### Liability

- **Licensee Responsibility:** Licensee is responsible for the actions of its invitees, agents, minors, and other guests.
- **Insurance Requirement:** If your event will include the serving of hard spirits, you are required to provide event insurance. Please attach a copy of the insurance certificate when submitting this form.

### Food and Beverage Recommendations:

- **Central Market** – North Lamar location; delivery or pick up. Variety of options, 3 days notice usually required.
- **Taco Shack** – great for breakfast tacos, but must pick up. North Lamar location recommended.
- **Alonti** – Full-service catering or boxed options available. “American Bistro” style food.
- **Sterling Events** – High-End, Full-service catering for breakfast, lunch, dinner, or receptions.
- **Specs & Total Wine** – Provide alcohol delivery.
- **Drink Slingers** – provides TABC certified bartenders in liquor is served.

By signing below, you acknowledge that you have read, understood, and agree to adhere to the rental rules and policies outlined for this event. This includes but is not limited to compliance with setup and cleanup procedures, alcohol policies, and any special requirements or requests. You also agree to be responsible for any damages or issues arising from the use of the facilities.

Signature:
Date:
Printed Name:

TAB  
Westview Building  
316 W. 12th, #200  
Austin, TX 78701

**Parking Instructions:**

The Westview Building is located at 12th and Lavaca Streets. You may park in visitor spaces for one-hour only. Please do not park in unauthorized surface areas or you will receive a fine of \$75 for the first offense. Platinum Parking at 1200 Guadalupe is a “pay-by-the-hour” lot to the West of our building. The cost is \$7 per hour and credit card payment is accepted. Metered street parking is another option.

