



COMMUNITY IMPACT CENTER EVENT VENUE FAQ's

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GENERAL

What is included in a Full Venue Rental? Is the Sustainer Lounge and/or lobby staircase available for use? What is included in a Partial Rental?

- A Full Venue Rental includes: Community Rooms A, B, & C, Lobby, VP Room, Green Room, Catering Prep Area, Oak Lawn, and outdoor terrace.
- No upstairs spaces are included in rentals. The stairs may only be used with explicit approval by JLA leadership on a case-by-case basis.
- Partial Rentals of Community Rooms A, B, or C include those individual spaces and the Catering Prep Area, though not exclusive use of the latter. The outdoor terrace may be used, but it is not reserved exclusively for the client event.

Am I required to purchase event insurance?

Per the CIC rental contract, all full-day rentals must purchase \$1 million in event liability insurance (Partial-day event rentals are not required to purchase insurance.) We recommend: www.privateeventinsurance.com.

*The JLA does not profit from the purchase of this insurance.

Does the CIC have noise restrictions? All music and amplified sound must be off by midnight any night of the week, and no amplified sound is permitted outdoors. Sound may not exceed 85 decibels.

Is smoking allowed at the CIC?

Smoking is only allowed in designated areas: front plaza and outdoor terrace.

Is a security officer provided for events?

The CIC has a long-term contract and standing relationship with our security company and will provide one security officer (off-duty police officer) for events outside of business hours, or for any event that serves alcohol. For large-scale events over 150 attendees, there is a \$50/hour fee for an additional security officer. Security officers arrive one hour prior to guest arrival, and depart at the conclusion of the rental period.

Will a Site Manager be present for my event at the CIC?

Yes. A Site Manager will be present to greet the event hosts, assist with initial A/V setup, and answer questions as needed. A Site Manager will remain in the building during the entire rental period. However, the Site Manager does not act as an event coordinator or run A/V during an event. The site manager will post their cell phone number by the security desk so the client can text if needed.

FURNITURE

What furniture is available for clients' use?

- 450 black dining chairs
- (45) 72" round wooden tables
- (10) 8' rectangular white plastic tables
- (5) 6' rectangular white plastic tables
- 12 cocktail tables
- 2 podiums
- 3 mic stands

Are linens included in a rental?

Linens are not included, but we do recommend their use. Pipe-and-drape and linens may be brought in by the client. The following companies are pre-approved and recommended for rental needs:

- Marquee Events
- Monarch Events
- Peerless Events
- Premiere Events
- Whim Events

What size linens are needed for tables?

- 132" for 72" round tables
- 90"x132" for 6' rectangular tables
- 90"x156" for 8' rectangular tables
- 120" for cocktail height tables

Is there a stage or dance floor available?

What about podiums?

- The CIC does not have a stage or dance floor. These items can be rented from any of our pre-approved event rental companies.
- We do have two podiums available that are included in rental (24"w x 18"d x 46" h).

Is the piano available for event use?

Yes. The CIC Committee must approve usage of the piano 14 days prior to your event. The piano cannot be moved from its current placement.

DÉCOR

Are there any restrictions for event decor?

Nothing may hang from the walls or ceiling. With Full Venue Rentals, lightweight decorative items may be hung from 2nd floor railings, but no tape, nails, or sticky products may be used. Balloons must be anchored so that there is no risk of floating to the ceiling. Items may not be hung from the chandeliers or acoustic panels in the Community Room. Ignoring these restrictions will result in deduction from security deposit.

Does the CIC allow candles/open flames?

Candles may be used as long as they are in a container: pillar candles in a glass vase or lantern, and tea lights in votive candle holders.

TIME FRAME

Is there any minimum time rental requirement for Community Rooms & Lobby?

Yes. Both require a minimum 4-hour rental.

Is there a minimum time rental requirement for the VP Room?

The VP Room has a 2-hour minimum time rental.

What are limitations on move-in/move-out time?

Move-in and move-out activities must occur within the rental window. Any deviation from the rental window will result in additional charges of \$500 per hour. The CIC unfortunately cannot accommodate deliveries or pick-ups outside the rental period.

AUDIO/VISUAL SPECIFICS

Does the CIC offer projectors and screens for presentations?

Rentals of Community Room A and Full Community Room offer drop-down screens and projectors on 2 walls.

- Screen size along windows: 8'2" x 13'4"
- Screen size along the wall: 8' x 13'2"
- You may bring in your own projector and screen if renting Community Rooms B/C

How does the CIC's A/V system work?

Images, slide decks, videos, etc. can be projected on one or both screens by connecting a laptop to the A/V system via a CIC-provided HDMI cable. The CIC can provide adapters for computers that don't have an HDMI port or clients may bring their own. If the media being displayed has audio, it will play through the house sound system. Wireless projection is available on the north wall (window wall) but it does not support video or sound.

Does the CIC provide microphones?

The CIC has 4 lavalier (lapel) microphones and 4 handheld microphones available. Our system supports the use of up to 4 microphones (of any type) at one time. Speakers in the lobby are on a separate system than in the Community Room, so microphones do not project into the lobby.

May I use the TV in the lobby for my event logo?

There is a digital sign in the lobby, which is connected to a separate A/V system than in the Community Room. With Full Community Room rentals, the client can display a logo or slideshow. Images must be submitted at least 14 days in

advance of the event. Supported formats are BMP, PNG, and JPG.

Does the CIC have WiFi?

Yes, the CIC has a password-protected guest WiFi network available to clients. Internet ports are also available throughout the Community Room.

Can I use mobile bidding for my auction event?

Yes, the client will be provided access to the password-protected guest WiFi network for bidders, and with advance notice, can provide separate WiFi or hard-wired network access for the auction company.

Is A/V support included with my rental?

The Site Manager can assist with initial A/V setup and troubleshoot any issues, but cannot run A/V setup during the event. It is recommended to have an A/V Professional onsite for complex presentations. A list of A/V providers is available upon request.

CATERING & ALCOHOL POLICIES

Is on-site cooking allowed?

The CIC does not have a kitchen or any heating elements on site. Approved catering companies are welcome to bring their own heating elements to accommodate their event. The CIC Committee will designate a location in the garage or outside for these elements to be set up. Your Project Manager must be notified in advance of the event.

Are there refrigerators or ice makers available at the CIC?

There is no on-site refrigeration or ice maker, however caterers are permitted to bring in and store ice chests and other refrigeration units as needed during the rental period.

Who are the approved catering companies?

All full-day venue rentals must use one of the following approved caterers:

- Austin Catering
- Clay Pit Events
- Crave Catering
- Contigo Catering
- Dagar's Catering
- Hank's Catering

- Mandola's
- PEJ Events
- Primizie
- Rosemary's Catering
- Royal Fig
- Saffron
- Salt Lick
- SoHo Catering
- Sterling Events
- Verde's Mexican Parrilla
- Word of Mouth

All provide excellent service, are familiar with our space, and are aware of venue policies for catering and clean-up.

*The Junior League of Austin does not profit from vendor referrals and/or requirements.

Where may catering companies park?

Parking arrangements for catering vans can be addressed during your pre-event walkthrough with your Project Manager. Parking is available on the ground floor of the garage, with direct access into the hallway that leads to the catering prep area. Larger catering trucks can be parked on the south end of the CIC.

How early can caterers access the building?

Catering arrival and departure times must be within the rental window.

May I use a caterer that is not on the approved list for a full-day event rental?

With 60-day advance notice, clients may use a catering company not on the approved list - provided it is a full-service caterer. There is an additional charge of \$1500 and a site visit is required prior to the event date.

Event Clean-up & Catering Requirements:

Full Day Rental

- Trash removed from trash cans and placed in on-site dumpsters (excluding bathroom)
- Trash can liners replaced after trash is removed to dumpster
- Chairs and tables returned to their original configuration
- Catering prep area cleaned – mopped and

tables wiped down

- Floor spot-cleaned
- Cigarette butts disposed of in designated smoking areas

Partial Day Rental

- Trash removed from trash cans and placed in on-site dumpsters (excluding bathroom)
- Trash can liners replaced after trash is removed to dumpster
- Floor & rental space spot-cleaned
- Items/decor brought in by client must be removed

Can food be brought in from any commercial kitchen?

Yes, this is allowed for partial day rentals only. Please inform CIC Project Manager if additional trash cans will be needed to accommodate disposable plates or boxes.

Can a client bring in food trucks for their event? If so, are there electrical outlets available in the drive for them to use?

All food trucks must be pre-approved by the CIC Committee. There are electrical outlets in the drive, however as power needs differ for each food truck, please let CIC Project Manager know what the specific power needs are, as well as the size of the food truck, at least 90 days in advance of the event to ensure compatibility.

If we want to provide our own home-cooked food for an event, or bring a few homemade food items in addition to having a caterer, is that allowed?

No. Only food prepared in commercial kitchens is permitted to be served.

Is there an alcohol policy for the venue – can we provide our own alcohol, and are we required to have TABC-certified bartenders?

Yes, clients can provide their own alcohol but it must be served by a TABC Certified and insured bartender. Guests are prohibited from self serving. Spec's & Twin Liquors will deliver to the CIC; all deliveries must occur within the rental

period.

Who are the approved bartending companies?

- Austin Elite
- Drink Slingers
- Elevate Bartending

CAPACITY & SPACE DETAILS

What are the dimensions of Community Rooms A, B, & C?

A: 80' x 60'

B: 41' x 29.5'

C: 41' x 29.5'

B&C: 41' x 60'

Full Community Room: 121' x 60'

Ceiling Height: 11' 10"

Doorway Height: 9' 10"

How many 72-inch round tables fit in each space?

A: 25 tables

B: 6 tables

C: 6 tables

B&C: 12-15 tables

Full Community Room: 40 tables

*We recommend 8 chairs per table for maximum comfort, but the tables can fit up to 10 chairs.

What are the theatre-style seating capacity limits of the CIC?

A: 320 chairs

B: 60 chairs

C: 60 chairs

B&C: 150 chairs

Full Community Room: 450 chairs

How is a floor plan layout for an event finalized and communicated to CIC Project Manager?

Clients will receive a blank floor plan to sketch the preferred layout and return to the Project Manager. Once received, Project Manager will use Social Tables software to draw up the layout to scale. Client will then receive a PDF of the layout for approval. Deadline for layout is 14 days prior to the event.

INVOICE & PAYMENT DETAILS

How do I book the CIC when I'm ready?

Email cicrental@jlaustin.org to move forward with booking. Once booking info is received, the client will receive proposal, contract, and payment instructions via email through HoneyBook software.

What method of payments are available?

Payments may be made via credit card or check. All credit card payments are processed through HoneyBook. All checks should be payable to JLA with CIC External Events noted on the check.

Is a security deposit required?

Yes. A security deposit is due upon booking, and is fully refundable if no damage or other issues occur. The deposit is \$500 for partial-day rentals or \$1,000 for full-day rentals. The VP Room requires a \$150 deposit.

Is there an administrative fee?

Yes. A 10% administrative fee is included in all contracts and goes toward event set-up, site management, security, trash disposal, HoneyBook software, & Social Tables software.

Is there a payment schedule?

Yes, 50% of your event fee is due 60 days from the date the contract was signed. The other 50% is due 60 days prior to the Event Date. (**If Event Date is within 60 days, the full rental fee is due at signing.)

Do you offer a nonprofit discount?

Yes. A 10% discount on the rental fee is offered for Sunday-Thursday events and a 5% discount on the rental fee for Friday & Saturday events.

PARKING DETAILS

How many parking spaces are available?

The CIC garage holds approximately 230 parking spaces. Limited street parking is available. If you expect more than 250 cars, please discuss additional transportation options with your Project Manager, such as the use of shuttles or ride-share.

Can guests stay parked in the CIC garage overnight, if necessary?

Yes – the garage is not gated. Cars must be removed by 10am the following day.

Is there a pre-approved/required valet company?

Yes, Central Texas Valet is our required valet company. They have provided valet services for many events at the CIC and provide excellent service.