



## **PUBLIC RENTAL INFORMATION & RATES**

The Terrace is located on the 15th floor at 816 Congress Ave. The space is an amenity space for customers at 816 Congress and as such, it is not available for daytime events during the work week.

Events can be scheduled during the following times:

Monday – Thursday	6:00 pm - 10:00 pm with set-up beginning at 5PM
Friday	6:00 pm - midnight with set-up beginning at 5PM
Saturday	1:00 pm - midnight with set-up beginning at 12PM
Sunday	10:00 am - 10:00 pm with set-up beginning at 9AM

- Under no circumstances can set-up occur earlier than one hour prior to the Event with the exception of the preparation room which may be utilized two hours prior to an Event
- Strike (removal) must be completed within one hour of the Event end time

### **Capacity**

- 250 people (indoor and outdoor space)
- 136 people (indoor space only)
- Inclement weather capacity is 136 maximum in the indoor lounge

### **Reservations**

To make a reservation for a Hosted or Personal Event please contact the management office directly at 512-354-3740 to check availability. All fees will be discussed at that time and a License Agreement will be generated and sent. The executed License Agreement and 25% deposit payment will be required to secure the reservation.

### **Payments**

Fees for Hosted and Personal Events must be made by check payable to: Cousins 816 Congress LLC and delivered to the following address:

Cousins Properties  
Attn: Brittini Ellington  
816 Congress Ave, Suite 300  
Austin, TX 78701

## **Insurance**

A Certificate of Insurance will be required as per the License Agreement

## **Catering/Beverages/Rentals**

You can provide you own food, beverages, furniture/décor if necessary or you can utilize a catering and/or rental company to provide food, beverages and furniture/décor.

Beer and wine may be served without a TABC bartender. Hard alcohol must be served by TABC certified bartenders and the TABC bartenders license information must be provide in advance. A Security officer is required for all Events that serve hard alcohol.

A preferred vendor list will be provided however you can utilize any licensed vendors for your needs.

## **Deliveries**

All deliveries will need to be discussed and coordinated in advance with Property Management. Please reference the Delivery Information page for additional information.

## **Personal Events:**

This is an event in which an individual or an organization outside of 816 Congress Ave. is having an event.

### **Fees**

\$2500 Monday – Thursday

\$4000 Friday – Sunday

- All Personal Event rentals are for no more than four hours in duration, excluding set-up and strike
- Rental fees for Personal Events must be paid in advance and will require a deposit payment. Payment details will be included in the License Agreement