

THE BYRNE-REED HOUSE

BUILDING USE POLICY

USE

Public entities or private organizations and individuals may rent the Byrne-Reed House for appropriate uses at the discretion of the Humanities Texas Executive Director. Humanities Texas reserves the right to deny any rental application. The Contracting Party must adhere to the maximum capacity limits of the Byrne-Reed House facilities in compliance with fire regulations. The Byrne-Reed House is ADA accessible and parking is available. Student organizations are required to have one chaperone per ten students.

MANAGER-ON-DUTY

Humanities Texas's hours of operation are Monday through Friday from 9 a.m. to 5 p.m. All events held outside of standard Humanities Texas hours are required to have a Manager-on-Duty (Humanities Texas staff representative) for the set-up, duration, and clean up of the event. The Manager-on-Duty does not perform the duties of a professional event planner and is not responsible for directing or assisting with the Contracting Party's set-up or clean up responsibilities.

At the end of the event, a representative of the Contracting Party must do a complete walk-through of the facility and grounds with the Manager-on-Duty prior to leaving the property.

EVENT SECURITY

The presence of a security guard, arranged by Humanities Texas, may be required for evening and weekend events at which attendance exceeds a certain number of guests. Humanities Texas reserves the right to waive this requirement as it deems appropriate.

RENTALS AND DELIVERIES

Requests for delivery or pick-up outside of the contracted event times must be approved by Humanities Texas at least two weeks prior to the contracted event date and additional fees may apply. Humanities Texas discourages storing items overnight in the Byrne-Reed House or elsewhere on the property, as doing so will be at the risk of the Contracting Party. Humanities Texas is not liable for rental items stored on our property prior to, during, or after the contracted event times.

PAYMENT SCHEDULE

A non-refundable down payment of 25% of the contracted rental fee is due upon signing the Rental Agreement. The balance of the rental fee is due three weeks prior to the contracted event date. If applicable, overage, maintenance, and/or damage fees are billed after the event is complete. Checks should be payable to Humanities Texas.

EVENT DEPOSIT

A refundable event deposit will be due upon signing the Rental Agreement and will be returned to the Contracting Party within two weeks after the contracted event date barring any claims for overage, maintenance, or damage fees.

The Contracting Party assumes liability for loss or damage to Humanities Texas property that results from their use of the facility. The cost of any loss or damage to Humanities Texas property will be deducted from the event deposit. Any decorations or other materials left behind without prior authorization from Humanities Texas will be discarded and a maintenance fee will be deducted from the event deposit.

The Contracting Party and Manager-on-Duty will complete a walk-through of the facility and grounds at the end of the event. In addition, Humanities Texas staff must do a follow-up survey of the property during normal business hours before the event deposit is returned. The Contracting Party is responsible for any overage, maintenance, and damage fees that exceed the amount of the event deposit.

OVERAGE FEES

The rental period shown on the Rental Agreement includes set-up, event duration, and clean-up times. Events that extend beyond the time allotted in the Rental Agreement may be charged for additional time. The Contracting Party is responsible for limiting guests in keeping with the maximum number or anticipated attendees specified in the Rental Agreement. Exceeding the contracted number of guests may result in additional fees.

CANCELLATION POLICY

If the contracted event must be postponed, the event deposit, down payment, and additional balances paid will be applied to the rescheduled event date. If canceling an event three weeks or more prior to the contracted event date, the Contracting Party will forfeit the amount of the initial non-refundable down payment but will receive a refund of their event deposit and any additional balances paid to date. If canceling an event less than three weeks before the event date, the Contracting Party will forfeit the full contracted rental fee but will receive a refund of their event deposit.

CATERING POLICY

Humanities Texas provides a list of recommended vendors, however, the Contracting Party may select a caterer of their choice subject to approval. Caterers that have not previously used the Byrne-Reed House facilities should make an appointment for a site visit with a Humanities Texas staff representative. Caterers are required to perform all clean-up activities associated with food service.

The Contracting Party must provide evidence to Humanities Texas of the selected caterer's proof of insurance prior to the contracted event date. All Texas Alcoholic Beverage Commission (TABC) laws must be followed while on the premises. A TABC-certified bartender must serve all alcohol.

If the Contracting Party chooses not to engage a caterer for their event but plans to serve food or beverage, additional restrictions may apply.

EXHIBITIONS AND DECOR

Byrne-Reed House exhibitions and décor are subject to change without notification. Exhibitions and décor that are present at the time of signing the Rental Agreement may not be on display on the contracted event date. The proposed event layout must be discussed with Humanities Texas staff at least two weeks prior to the contract event date. Additional fees may apply if the Contracting Party's proposed layout requires significant reorganization of the existing furnishings.

MUSIC

Music may be amplified only with explicit permission from Humanities Texas, and sound equipment must be adjusted according to City of Austin standards for noise. Use of the Byrne-Reed House audio-visual systems may be included in the rental agreement for an additional fee and requires orientation prior to the event by a Humanities Texas staff representative.

RESTRICTIONS

The following items and activities are strictly prohibited while on Humanities Texas property:

- Smoking within 20-feet of the historic Byrne-Reed House (including porches).
- Open flame (including candles) without explicit permission from Humanities Texas.
- Fireworks or sparklers.
- Glitter, confetti, or streamers.
- Use of tape, adhesives, wire, staples, tacks, glue, nails, lawn stakes or similar items on HTX property.
- Guns or other weapons.
- Illegal substances or activities
- Pets or other animals (service animals excluded).
- Moving antique furniture.
- Food, beverage, or vases on historic surfaces without proper protection.
- Decorations on fireplace mantels without prior approval.
- Additional signage on interior or exterior of building without prior approval.

