



**Jewish Community
Center
7300 Hart Lane
Austin, TX 78731**

JCC Hospitality Packet

Welcome! On behalf of our entire staff and members, thank you for your interest in hosting your event on the Dell Jewish Community Campus (DJCC), home to Shalom Austin. From Bar/Bat Mitzvah parties, to corporate meetings, to elaborate galas and fundraisers, we look forward to assisting you with creating a successful and memorable event!

Facility Rental

The JCC has a 6,800 square foot ballroom-style Community Hall, complete with a built-in stage and dance floor. Other smaller rooms are available on a limited basis – please consult the Hospitality office for details. Hourly rental rates include tables and chairs (subject to availability), as well as set up and break down. Rental charges are billed from initial access time until the event ending time, and are due in full upon confirmation of your booking. Events cancelled prior to 30 days of the event date may receive a full refund.

In observance of Shabbat, our facilities are not available for rent on Friday evenings after 5:00 pm. Additionally, there can be no exchange of money at any event on Saturdays.

Food and Beverages

Although the JCC does not provide catering services, outside food and beverages are allowed. We proudly suggest one of our preferred caterers. All other caterers must be pre-approved by the Hospitality Department. All food and beverages served at the DJCC must adhere to our Kosher policy detailed on the enclosed “Shalom Austin Catering and Kosher Policy” page. We are happy to answer any questions you might have regarding this policy. For a nominal charge, we also offer limited beverage service including: coffee, hot tea, iced tea and water.

Additional Equipment & Services

Items such as table linens, TVs, video screens, flip charts, and microphones are available for a nominal charge.

Fire Pit Usage

Use of the fire pit Behind the Federation Building must be booked through the Hospitality Department during which the guidelines for fire size, permitted accelerants, and appropriate extinguishing methods will be explained.

Shalom Austin Catering & Kosher Policy

Outside caterers are allowed access and use of the campus facilities under the following conditions:

- There may be no shellfish or pork at any catered event (fish must have fins and scales).
- Outside caterers shall refrain from serving meat and dairy products in the same meal, regardless of when it served, or how the food is placed in the room. For example, if beef fajitas are served, there shall be no cheese or sour cream offered. Dairy items may not simply be placed on a separate table.
- The Community Hall Kitchen may be used for preparation only.
- All leftover food or beverages must be removed from the facility immediately following any event by the caterer. Food or beverages may not be stored overnight unless prior approval is obtained by the Hospitality Department.
- Any event-related rental items delivered to the JCC must be picked up the same day as your event, unless prior approval is obtained from the Hospitality Department.
- Alcoholic beverages are allowed provided:
 - All TABC (TX Alcoholic Beverage Commission) laws must be followed.
 - Alcohol may never be offered self-serve.
 - Security is required at events where alcohol is consumed and there are 50 guests or more.
 - Alcohol must be served by a TABC certified bartender.

Please see page 3 for details on all security requirements.

For clarification on this policy, please contact the Hospitality Department:

Aaron Herbster
Hospitality Director
512-735-8150
aaron.herbster@shalomaustin.org

Room	Maximum Capacity		Standard	Member	Non-Profit
B'nai Abraham	Theater Type Seating		Per Hour	Per Hour	Per Hour
Full Space (2,420 sq. ft.)	99 (including balcony)		\$210	\$150	\$120
Community Hall	Rounds	Theater Style	Per hour	Per hour	Per hour
Full Hall (6800 sq. ft.)	400	600	\$420	\$342	\$316
Stage (3400 sq. ft.)	120	250	\$316	\$252	\$238
Back Half (3400 sq. ft.)	160	250	\$252	\$204	\$190
Back Qtr #150-C (1700 sq. ft.)	80	100	\$156	\$126	\$115
Back Qtr #150-D (1700 sq. ft.)	80	100	\$156	\$126	\$115
Education Building (Limited Availability)	Conference Style	Theater Style	Per hour	Per hour	Per hour
Classrooms (675 sq. ft.) Upstairs	15	20	\$60	\$54	\$46
CAA Multipurpose Room (2184 sq. ft.) Upstairs	50	150	\$144/\$84	\$106/\$72	\$94/\$60
Fitness			Per hour	Per hour	Per hour
Aerobics Room			\$54	\$45	\$38
Gym * (10,488 sq. ft.)			\$420	\$342	\$316

Gym Rentals: When using the gym for a non-sport function, a protective floor covering must be placed in order to avoid damage to the floor for a fee of \$600.00. This fee is in addition to room rental charges stated above.

**** Pool Rentals:** All pool rentals are booked through the aquatics manager. Please contact Heather Brands at #512-735-8216 or heather.brands@shalomaustin.org

Security: It is policy of the JCC to require that police officer security be utilized as follows:

- Any campus event with 200 or more attendees (One officer for each 200 attendees).
- Any event where alcohol is consumed and there are 50 or more attendees.
- Any campus event, per threat assessment, deemed necessary by the JCC.

Shalom Austin will contract security on behalf of clients at the rates listed below.

Security Guard Rates: \$45 per/hr at a 3 hour minimum.

Additional Rental Items and Services Available

AUDIO/VISUAL EQUIPMENT:	PRICE
LCD Projector	\$25
4' X 6' Screen (only)	\$20
9' X 12' Screen (only)	\$50
Standing Podium	\$20
100 amp Portable Power Cart	\$75
Black Pipe & Drape (price is per 7'-12' section)	\$28
BEVERAGE SERVICE:	PRICE
Coffee & Water only Per person	\$1
Coffee, Water & Tea (iced or hot) Per person	\$1.50
MISCELLANEOUS:	PRICE
Table Linens (white short draped linens only)	\$4.50
Portable Staging (4' x 8' sections)	\$50
Protective Flooring (events in Gym)	\$600
Use of Grand Piano (on stage only) Tuning Not Included	\$150
Facility's Staff: After weekly closing hours or Saturday Midnight (per hr/ per staff)	\$35
Security Officer (per hr/per guard, w/ a 3hr. minimum)	\$45
Front Gate Security Officer (per hr/after midnight)	\$25