

# Building 500 AMD Auditorium Specifications & Usage Guidelines



## Auditorium Rental Cost

- \$1,000.00 per day

## Hours of Usage

- The rental of the space includes a 24-hour period from 12:00am-11:59pm on the reserved date
- Normal hours are 7:00am-5:00pm, Monday-Friday (AMD IT/AV only available during this time)
- Requestor must indicate on the event form if they require access to the space outside of normal hours (i.e., for set up, clean up, etc.)

**Contract** *\*Building Management will provide to Requestor once the room is confirmed available.*

- Requestor must complete the AMD Master Contract and/or Exhibit.
- Requestor must complete The Summit at Lantana Auditorium Event Request Form.

## Set-up & Capacities

Theater: 305 maximum *\*solid seating; no aisle*  
Theater: 270 standard *\* 1 center aisle*  
Theater: 203 standard *\* 4 aisles*  
Round Tables: 48- 80 seats *\*10 per table full moon/ 6 per table half moon*  
Classroom: 40-50 seats  
U-shape: 30 seats

## Complimentary Available Equipment

- (1) Wooden A-Frame Easel *\*verify inventory prior to each event*
- (2) Aluminum A-Frame Easel *\*verify inventory prior to each event*
- (18) 6-foot Rectangle Tables *\*verify inventory prior to each event*
- (6) 8-foot Rectangle Tables *\*verify inventory prior to each event*
- (8) 72" Round Tables *\*verify inventory prior to each event*
- (1) Lectern/Podium
- (6) Low rise soft seating chairs
- (5) Director Chairs
- (4) Cloth Bar Stools
- (335) Auditorium Chairs

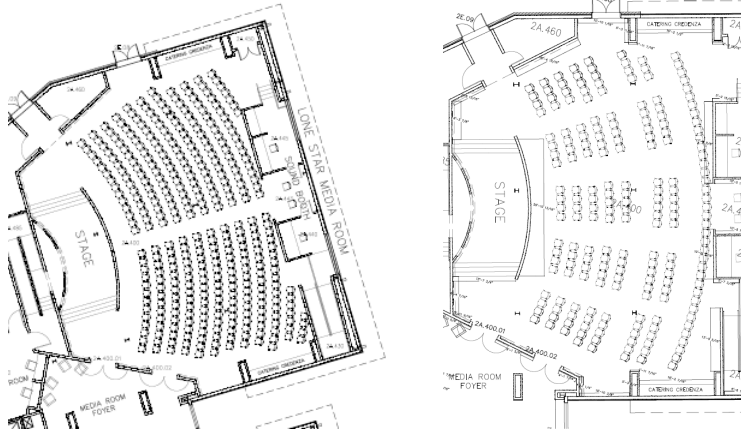
## Room Configuration

- Requestor must take space as-is, where as.
- Requestor is responsible to return the room in the configuration it was found.
- Requestor is responsible to contract directly with Austin Elite for room configuration set up and returning as it was found following the event
- AMD allows requestor's use of AMD's existing table/chair inventory, as described above. Anything outside of this inventory would be the responsibility of requestor to contract directly with Austin Elite at an additional expense.
- Linens are not provided (Austin Elite can provide for additional fees)
  - Requestor must coordinate with Austin Elite if multi-day events require daily fresh linens (removal/addition)

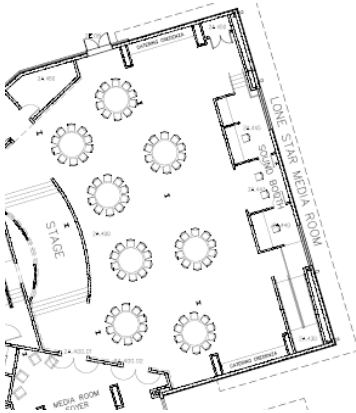
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## Example Floorplan Set-up

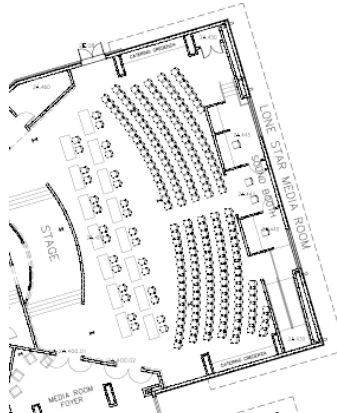
### Theater



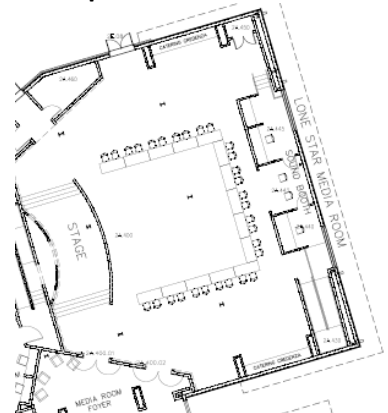
### Round



### Classroom



### U-Shape

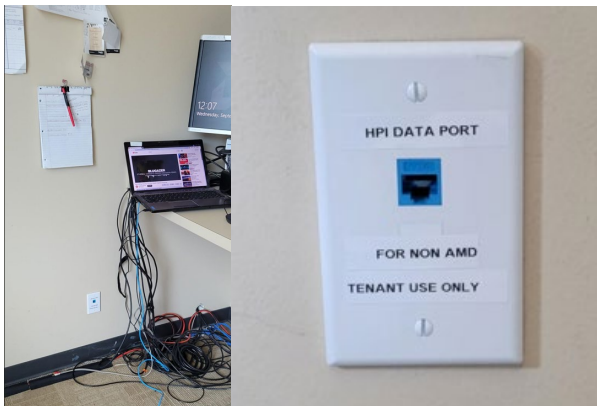


## Audio Visual (AV) Capabilities

- Presentations (screen & projectors)
  - One (1) large center projector
  - Two (2) projectors for left and right screen displays
  - Two (2) confidence monitors are available on stage for presenters to reference PowerPoint and other assets during the event
- Microphones *\*Total combination of eight (8) can be used at a time*
  - Four (4) lapel microphones
  - Four (4) wireless microphones

## Audio Visual

- For general meetings, AMD IT/AV approved technicians will control AMD AV equipment.
- AMD AV technicians are only available during *normal* hours (7:00am-5:00pm, Monday-Friday).
- For video recording, live streaming or robust productions, Requestor is responsible for hiring an outside company and bringing their own equipment. Non-AMD equipment cannot be tied to AMD video conferencing or AV control (Crestron) equipment. AMD equipment must be bypassed fully.
- HPI data port with 100 Mbps capacity is available for use.



## Additional Items Included

- Green Room with flat screen monitor
- Guest Wi-Fi upon request
- Dedicated AV Staff for duration of meeting/event

## Additional Spaces Available

- Auditorium Foyer (outside of Auditorium)
- Building 500 Lobby

## Catering

- Requestor is responsible to contract directly with caterer of their choice.

## Add-ons Available *\*Please request pricing from Building Management*

- Janitorial Day Porter: 4-hour minimum required
- Security: 4-hour minimum required

## Janitorial

- Auditorium daily rental cost of \$1,000 includes *standard evening* janitorial cleaning after 5:00pm (i.e., normal trash removal, dusting, sweeping, mopping, and vacuuming).
- Any cleaning services *beyond* standard evening janitorial services will be at requestor's additional expense and must be coordinated through Building Management's janitorial contractor (i.e., janitorial tasks required during the day such as, food/beverage removal, signs/flyers removal during/following event, wiping tables after meals etc.).
  - There is a 4-hour minimum required. Please request pricing from Building Management.

## Requestor Contact Information

- Requestor is required to provide an onsite contact to be involved in the event organization and reservation. The onsite contact must be present to manage all event vendors (Austin Elite, caterer, janitorial, security, etc.) before, during and after event, including after-hours. Requestor must provide after-hours/emergency contact information to Building Management.
- Onsite contact is required to take before/after pictures of the Auditorium and provide them to Building Management following the event.

## Insurance

- Requestor must provide a certificate of insurance (COI) naming AMD as an additional insured on Requestor's commercial general liability policy

## Access

- All outside vendors (i.e., caterer, speakers, AV company other than AMD, etc.) must follow the Rules of the Site
- Loading dock access will be required for vendors bringing in food or equipment. This must be coordinated through Building Management.
- Any access badges issued to Requestor or their vendor must sign a badge and/or key release form. Requestor will be charged \$50.00 per badge and/or key if not returned following the event.

## Prohibited Items *\*Unless authorized in writing by both AMD and Building Management*

- Fireworks or pyrotechnics
- Blasting agents or explosives
- Flammable gases or compressed flammable gases (including liquid petroleum gas)
- Aerosol cans with flammable propellants
- Toxic or hazardous materials
- Gas operated cooking equipment
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Portable heating equipment
- Flammable liquids
- Open flames
- Stickers and decals with adhesive backing
- Glitter, confetti, and balloons
- Alcoholic beverages
- Smoking

**AUDITORIUM USAGE ACKNOWLEDGEMENT FORM**

The Summit at Lantana  
7171 Southwest Parkway  
Austin, Texas 78735

Requestor acknowledges receipt of these Building 500 AMD Auditorium Specifications & Usage Guidelines for The Summit at Lantana:

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date