



UMLAUF

SCULPTURE GARDEN & MUSEUM

MEETINGS FRAMED BY NATURE

Meet in a unique setting, with panoramic views of Charles Umlauf's sculptures nestled in a serene Garden. The Crenshaw Room is a perfect setting for staff retreats, lectures and meetings. Let productivity and creativity flourish in this out of the box location.

The Crenshaw Room has large windows with views of the Gallery and into the Garden. The space includes drop-down shades for additional privacy. Specially designed acoustics eliminate most ambient sound and the serenity of the garden promotes a calm and intimate setting for all meetings.

Most meeting needs can easily be accommodated. Room setup and cleanup is provided, with easy access to existing audio visual equipment. Guests are encouraged to order catering for a recharge through the day, or walk to one of the many restaurants on Barton Springs Road for an off-site lunch.

Meeting Rentals Include

- Exclusive use of the Crenshaw Room and access to the Museum & Garden
- Complimentary access to LCD flat panel display with connectivity for presentations
- Complimentary group Wi-Fi & Polycom speakerphone with dedicated line
- Meeting setup and teardown
- Private washroom with access from inside the room
- Convenient free parking
- Excellent location near downtown Austin



UMLAUF Sculpture Garden & Museum

605 Robert E. Lee Road, Austin, TX 78704 / 512-445-5582 x 105 / meetings@umlaufsculpture.org

MEETING RATE

Available Monday-Friday

Rental Time: 8:30am-5:30pm*

Meeting Time: 9:00am-5:00pm

\$650

*30 minutes are added to the rental time to include client set-up & clean-up

SET-UP CAPACITIES

Conference or Boardroom 16 people*

Hollow Square 18 people*

U-Shape 15 people*

Crescent Rounds 15 people

Theater or Auditorium Seating 40 people

*Set 3 people per 6' table

Rental Time Frame

The standard rental time includes 30 minutes pre and post meeting for client set-up and clean-up. Additional time beyond the listed time above will be subject to additional fees and must be coordinated prior to signing.

Food & Beverage

The Museum does not provide food or beverage service. It is encouraged to bring in or order catering for breakfast and lunch. Catering deliveries will be directed to the Crenshaw Room or the catering kitchen (upon request). Waste bins are provided for trash and recycling.

Equipment & Rentals

Tables, chairs and linens are provided to accommodate the listed setup capacities; for additional needs, it is recommended to work with a preferred vendor.

Audio Visual

A 60" LCD TV (with HDMI connectivity), Airplay (Mac), group Wi-Fi, easels and a Polycom speakerphone are available for use as a part of the rental rate. While staff can assist with these items, please note that dedicated Audio Visual staff are not on site. Guests are encouraged to bring connectors & other equipment needed.

Parking

The Museum parking lot accommodates 18 cars, signage directs additional guests to the overflow lot across from the Museum. While the museum is closed, guests will be asked to use the exit gate for access.

Photos

The Garden is an excellent backdrop for team photos or headshots. Its unique setting provide many options for excellent photos. There is no charge for the use of the Garden for team photos.

Staffing

Rental rates include a staff member on-site during meetings. They arrive prior to the rental time to set-up the room. Security may also be added for meetings at \$60 per hour, with a 4 hour minimum.

Payment

The full rental rate is due 14 days prior to the meeting date. No deposit is required for corporate or business clients. Any damages or clean-up fees will be billed after the event. Social meetings require a \$500 deposit in addition to the meeting rental rate. Deposits will be returned within 30 days post-meeting, less any damages or credit card fees (currently 3% per transaction). Payment by check is preferred.

Art & Exhibits

UMLAUF Sculpture Garden and Museum has rotating exhibits that are subject to change without notification. Art works and exhibits cannot be moved, removed, covered, altered or added for any private events.

Please contact us at meetings@umlaufsculpture.org or (512) 445-5582 ext. 105 for more details. We would love to review available dates with you & discuss hosting you at UMLAUF.