

**The University of Texas System Bauer House
and
Charmaine and Frank Denius Pavilion**

Event Information Sheet

Bauer House, the official residence of the Chancellor and family, also serves as a university facility for UT System-sponsored events and meetings.

Any group that is part of the UT System may request to use the facility by submitting an official request form to the Executive Director of Creative Services. The form is attached and can be found at www.utsystem.edu/ext. *We strongly suggest that request forms for all events be submitted at least two months in advance of the event.* The first floor of Bauer House and/or the Denius Pavilion are the spaces most often utilized for events. On special occasions the surrounding grounds can also be used. Maximum occupancy for the available spaces is as follows:

Bauer House

- First Floor Reception: 150-175
- Dining Room -seated dinner: 16
- Library – theatre seating: 40

Denius Pavilion

- Seminar - theatre seating: 75
- Seminar -large conference table: 35
- Seminar - round tables: 64
- Lunch/Dinner - round tables: 64

All requests must be closely tied to the general mission of the UT System. Each request will be carefully evaluated and usage of the facility granted based upon the following criteria:

1. the proposed event's purpose is consistent with the goals and mission of the UT System.
2. availability of the facility
3. schedule and demands of UT System staff members

Contact Information: Office of Special Services
(512) 499-4277 or specialservices@utsystem.edu

The following information is intended for groups who have received approval for using the Bauer House, Denius Pavilion and/or any of the adjacent grounds.

All of the following elements must be discussed with and approved by the Executive Director of Creative Services:

- invitation copy and design
- agenda
- program
- menu
- entertainment,
- production requirements and
- special installation requirements (i.e., tenting, decorations, etc.)

Schedules for any special setup must be coordinated with the Bauer House Manager.

Five copies of the approved invitation as well as a list of expected attendees must be provided to the Office of Special Services at least one month prior to the event.

All costs associated with an event must be covered by the group using the facilities.

- Staff overtime hours (to be billed by UT System based on agreed-upon estimate).
- Floral Arrangements
- Rentals – all items (dinner, glassware, linens, tables, chairs, podiums, etc.)
- Sound system and technicians
- Caterer, including beverages
- Invitations and all other printed materials
- Tents (including lighting, guttering, sides, installation and removal)
- Guards (UT Austin Police Department)
- Special Signage
- Special lighting, electrical power or cords.
- Fans or heaters
- Entertainment

- Photography

Limited parking is available in the front drive and on the adjacent neighborhood streets. Use of a valet parking service is recommended. We require valet parking for any event with more than fifty guests. The actual number of valet personnel will be determined in consultation with UT System staff.

If the number of guests requires remote parking, special arrangements must be made with appropriate individuals/area institutions. Cost of cabs or buses used to shuttle guests to/from the remote lot to Bauer House must also be funded by the host.

Special Restrictions:

- No money may be collected nor may any items be sold at Bauer House. If there is a per-person charge, it must be handled by the group prior to the event.
- Silent auctions and raffles cannot be held.
- A cash bar may be handled by the caterer only.

Any damage or spills must be reported to the Bauer House Manager. The group using Bauer House and/or the Charmaine and Frank Denius Pavilion will be responsible for any damage caused to property.