The Center for Architecture
Rental Information

AIA San Antonio’s new Center for Architecture offers you an exciting alternative to the traditional rental space. Located in the historic SoFlo area near downtown San Antonio, the Center is one of San Antonio’s greenest public meeting spaces, fully equipped for both small and large gatherings. An array of technology including dimmable lighting, state-of-the-art A/V and sound system and highly efficient environmental control systems will ensure your meeting or function’s success.

The Center for Architecture was founded by the San Antonio chapter of The American Institute of Architects to conduct community initiatives and advance the knowledge of architecture in San Antonio and appreciation of the architecture and communities found within the region. In addition to fostering knowledge about the built environment among the public, the Center’s goal is to help shape the future of architecture and design through advocacy, professional collaboration, and educational outreach.

Facilities

**Gallery**
The Center’s signature presentation and exhibition hall is a dramatic and flexible space. High ceilings, a built-in projector, and screen make this spacious gallery a perfect fit for symposia, lectures, films, and functions. It is outfitted with state-of-the-art technology systems and modern furnishings.

**Gallery Amenities** (subject to availability)
- 100 nesting Haworth arm chairs
- Digital projector
- 65” LCD TV
- Podium with serial port connector to the LCD for laptop display transfer
- Audio link to amplifier with ceiling speakers in the room
- 15 training tables (24” x 72”) which allow for a multitude of meeting layout options
- Wireless internet connection
- 8’ x 10’ screen and ceiling mounted LCD projector

**Board Room**
This handsome space provides a professional setting for your meetings or classes. Amenities such as a 52” LCD TV, white board suitable for projection and note taking, a flexible six-part conference table and comfortable executive chairs provide function and sleek design.

**Board Room Amenities** (subject to availability)
- Haworth arm chairs
- Portable Digital projector
- 52” LCD TV
- 8 modular training tables (30”x60”) which allow for a multitude of meeting layout options
- Wireless internet connection

For more information on availability and rates, please contact: **210.226.4979** or **paula@aiasa.org**
## Rate Policies

### BOARD ROOM (RENTED SEPARATELY)

<table>
<thead>
<tr>
<th></th>
<th>Hourly Rate</th>
<th>½ Day (four hours)</th>
<th>Full Day (eight hours)</th>
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</thead>
<tbody>
<tr>
<td>For Profit</td>
<td>$175</td>
<td>$560</td>
<td>$980</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>$140</td>
<td>$450</td>
<td>$785</td>
</tr>
<tr>
<td>Allied Member/Sponsors</td>
<td>$155</td>
<td>$495</td>
<td>$870</td>
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<tr>
<td>AIA Professional Members</td>
<td>$95</td>
<td>$300</td>
<td>$610</td>
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</tbody>
</table>

### GALLERY

<table>
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<tr>
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<th>½ Day (four hours)</th>
<th>Full Day (eight hours)</th>
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<tbody>
<tr>
<td>For Profit</td>
<td>$250</td>
<td>$800</td>
<td>$1500</td>
</tr>
<tr>
<td>Non-Profit</td>
<td>$200</td>
<td>$640</td>
<td>$1200</td>
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<tr>
<td>Allied Member/Sponsors</td>
<td>$225</td>
<td>$720</td>
<td>$1350</td>
</tr>
<tr>
<td>AIA Professional Members</td>
<td>$125</td>
<td>$400</td>
<td>$750</td>
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</tbody>
</table>

*Please note that a two hour minimum is required for all rentals.
*If full facility required, combined rates will reflect a 25% discount.

### Surcharges

- **Clean-Up fee**
  - $35 for half a day and $65 for a full day rental will apply.

- **After Hours Events**
  - Beginning before 8:00 am or ending after 5:00 pm Monday through Friday, and during the weekend. 25% of the room rental fee.

- **Security**
  - Required for events with over 100 in attendance in which alcohol of any kind will be served. Four hour minimum at $25 per hour per officer.

- **A.V.**
  - Reimbursement of cost if equipment is altered, or broken.
CANCELLATIONS
Four or more weeks notice - full refund. Less than four weeks’ notice of cancellation - no refund. All bookings are received on a first come, first served basis based on when the deposit is received. Cancellations must be received in writing to be considered valid.

SECURITY
One security guard is required for events serving alcohol. Security is required to be in place ½ hour before guests arrive and ½ hour after the ending time of the event to assist with the departure of guests. The rate for each security guard shall be $25.00 per hour.

PARKING
Free surface parking for the Center for Architecture is available at surface lots beside and behind the building. Additional curbside parking is located on South Flores Street. For large functions, specific parking locations will be identified and marked. Parking is at one’s own risk.

ALCOHOLIC BEVERAGES
A Texas Alcoholic Beverage Commission (TABC) licensed bartender must be used for the service of all alcoholic beverages and may be hired through your caterer.

FIRE SAFETY
Facility is a non-smoking establishment. Smoking is permitted outside the facility in designated areas only. There is a "no open flame" policy inside the Facility.

SCHEDULING
The Center for Architecture is an exhibition space, rental hall, and functioning office. Capacity, wall, and floor space are subject to change due to installed exhibitions, events, or daily office activity. Exhibitions are not to be removed or altered when setting up for an event without the written approval and assistance of the Center Coordinator.

CLEANING & DAMAGE
Client will clean the Facility immediately after the event and return the Facility to AIA San Antonio in the condition that existed prior to the event. Client assumes all liability for items damaged, broken and or removed from facility by Client, Client’s guest or Client’s vendors. If any clean-up, repairs, replacement or trash removal is necessary after Client vacates the Facility AIA San Antonio may apply the Cleaning & Damage Deposit toward the cost of the same. If the cost of cleaning, replacement and/or repairs exceeds the Deposit, then Client will pay the excess to AIA San Antonio upon receipt of an invoice for the same. If Client delivers the Facility to AIA San Antonio in the condition required, then a full refund of the Cleaning & Damage Deposit will be made within 30 days after the date of the event. Client agrees to provide a valid Driver’s License and a major credit card (Visa/Master Card/American Express) for $500.00 Cleaning & Damage Deposit.
Approved Catering List

Absolutely Delicious Catering
10223 Sahara
San Antonio, TX 78216
Phone: 210.342.2321
Fax: 210.340.3135
www.absolutelydelicious.com

Catalyst Catering
5200 Old Hwy 90
San Antonio, TX 78227-2209
Phone: 210.431.8401
Fax: 210.431.8397
www.safoodbank.org

Central Market
4821 Broadway
San Antonio, TX 78209
Phone: 210.368.8686
Fax: 210.368-860
www.centralmarket.com

Don Strange of Texas, Inc.
1551 Bandera Road
San Antonio, TX 78228
Phone: 210.434.2331
Fax: 210.434.5300
info@donstrange.com
www.donstrange.com

Fresh Horizons Creative Catering
2020 Broadway
San Antonio, TX 78215
Phone: 210.226.5919
Fax: 210.226.1800
www.freshhorizons.com

Honey Baked Ham
999 East Basse Road, Ste. 120
San Antonio, TX 78209
Phone: 210.824.3996
Fax: 210.824.2642
www.honeybaked.com

Page Barteau Catering
2332 N. St. Mary’s Street
San Antonio, TX 78212
Phone: 210.821.5371
Fax: 210.733.9901
www.pagebarteaucatering.com

The RK Group
(Catering By Rosemary, Inc.)
1220 East Commerce
San Antonio, TX 78205
Phone: 210.223.2680
Fax: 210.223.9950
www.therkgroup.com

True Flavors
715 Old Hwy 90 West
San Antonio, TX 78237
Phone: 210.436.8771
Fax: 210.436.7639
dlopez@trueflavors.com
www.trueflavors.com

W.D. Deli
3123 Broadway
San Antonio, Texas 78209
Phone: 210.828.2322
Fax: 210.828.2781
www.wddeli.com