

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

Bauer House Event Guidelines

Bauer House, the official residence of the Chancellor and his 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 Office of External Relations. The form is attached and can be found at www.utsystem.edu/offices/community-and-business-relations. *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 may 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 or seated dinner: 40

Denius Pavilion

- Seminar – theatre seating: 75
- Seminar – conference: 25-30
- Seminar - rounds: 48
- Lunch/Dinner – rounds: 64

All requests must be aligned with the 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 External Relations
(512) 499-4277 or rsvp@utsystem.edu

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

All of the following elements must be discussed in advance with the Office of External Relations:

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

Schedules for any special setup must be coordinated with the Office of External Relations.

One copy of the approved invitation as well as a list of invited attendees must be provided and approved by the Office of External Relations at least one month prior to the event.

Costs associated with an event will be covered by the group using the facilities unless otherwise authorized.

- Catering, including beverages - **Must hire caterer and catering staff to stay for the duration of the event for all events.** We can provide you with a list of approved caterers. Please see catering guidelines below:

Seated Dinners *

Should expect to have a minimum budget of \$1,500 and at least two catering staff for 15 people

Should expect to have a minimum budget of \$2,700 and at least three to four catering staff for 30 people

Should expect to have a minimum budget of \$5,000 and at least four to five catering staff for 60 plus people

Receptions *

Should expect to have a minimum budget of \$1,500 and at least two catering staff for 30 people

Should expect to have a minimum budget of \$2,500 and at least three to four catering staff for 60 people

Should expect to have a minimum budget of \$3,500 and at least four to five catering staff for 100 people

***Number of staff members may be modified according to guest count and logistics.**

- Rentals – must rent all items if over 15 guests (china, glassware, silverware, linens, etc)
- Sound system and technicians beyond Bauer House equipment
- Floral arrangements
- Invitations, postage and all other printed materials
- Tents
- Guards (if necessary)
- Special signage
- Special lighting, electrical power or cords
- Entertainment and costs associated with the entertainment – staging, sound system, etc.
- Photography
- Valet – Limited parking is available in the front drive and on the adjacent neighborhood streets. **Valet parking service is required when over 25 cars are expected.**
- Transportation (buses, cabs, shuttles) - Transportation logistics must be coordinated with the Office of External Relations prior to the event if shuttles or buses are being used to transport guests to Bauer House.

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 must be reported to the Office of External Relations. The group using Bauer House and/or the Denius Pavilion will be responsible for any damage caused to property.

I agree to adhere to the Bauer House guidelines and requirements.

Printed Name

Date

Signature