

Brochstein Pavilion is intended as the place where graduate and undergraduate students, faculty, staff and visitors can meet, chat and come together as a community. It was designed to be the common ground where myriad viewpoints are shared over a cup of coffee, a glass of wine or a simple meal. To keep with its intended purpose, informal events are always welcome at Brochstein Pavilion as long as they do not interfere with the enjoyment of the space by the rest of the campus community.

For those wishing to designate specific space for a particular use such as a reception, Brochstein Pavilion is available for department rental of the TV lounge within business operating hours under the terms described below. The rest of the Pavilion will remain open to the campus community.

- The departmental facilities fee is \$300 and non refundable.
- Set up and delivery times are limited to 1 hour prior to the commencement of the event and should not interfere with the enjoyment of the space by others. Breakdown,

cleaning, and removal of any rented tables or equipment must be completed within one hour of the event's conclusion.

- All catering services are to be arranged and provided through the on-site operator.
- An executed Facilities License Agreement, which further delineates rights and responsibilities, and the facilities fee, must be received in order to secure the reservation. Proof of insurance coverage for departmental events is not required.

Those wishing to rent Brochstein Pavilion for their exclusive use may do so outside of normal operating hours under the terms below. Please keep in mind the Pavilion is NOT designed for seated dinner service but does accommodate buffet lines. The existing tables and chairs may not be removed for such reservations.

- The facilities fee is \$2000 and non refundable for exclusive use of the entire Pavilion for evening events. Events are to be scheduled between 7 pm and 10 pm only.
- Set up and delivery times are limited to 1 hour prior to the commencement of the event and should not interfere with the enjoyment of the space by others. Breakdown; cleaning; and removal of any rented tables (maximum of 3 banquet tables allowed) or equipment must be completed within one hour of the event's conclusion.
- All catering services must be arranged and provided through the on-site operator.
- An executed Facilities License Agreement, which further delineates rights and responsibilities, and the facilities fee, must be received in order to secure the reservation. Insurance coverage for use of the Pavilion must be purchased or proof of adequate existing coverage provided.

### Frequently Asked Questions

**My department is having a meeting. Since we can't all fit in one office we want to have the meeting at the Brochstein Pavilion. Do we need a reservation?**

No, not as long as the meeting is being held during the Pavilion's regular operating hours and can be accommodated while leaving a reasonable number of tables and chairs for others to use. The sensitivity of your meeting content should be considered. Other patrons may overhear what is said at your meeting.

**My committee is having a meeting and would like to offer refreshments to the participants. May we bring in outside food and drink?**

Probably the best way to answer this question is to ask, *if the meeting were being held at an off-campus restaurant would you bring food and drink in from another restaurant?* Although the Pavilion was created to be more than just a restaurant or café space it is important to support the on-site operator who contributes fees to help maintain the building. In addition,

the operator holds permits from the Health Department and the Texas Alcoholic Beverage Commission, making them the liable party in the event something goes wrong.

**My institute is having a reception. How would that work at the Pavilion?**

Receptions may be scheduled within regular business hours. The TV lounge can be easily roped off for such events and has a large area in the southeast corner that can accommodate tables for buffet service. The rest of the Pavilion would remain open for business during your event. The facility license fee is \$300. Food and beverage service is additional and will need to run through the onsite operator, which specializes in wine/beer service and light bistro fare. Jackie Campbell, GM, can be contacted by cell at 713-775-8084.

**We would like to hold a special event at the Pavilion. Can we reserve the entire space?**

Yes, the entire space may be rented evenings after 7 pm during the summer and Friday and Saturday evenings only during the academic year. The cost is \$2000. Security, event insurance, parking, and any additional equipment are extra and will be billed separately. Food and beverage service is extra and will need to run through Salento, which will bill for its services separately. Jackie Campbell, GM, can be contacted by cell at 713-775-8084.

**How many people can we have at our event?**

The building occupancy limit is 353. However, there is nowhere near that much seating at the Pavilion. Please see below for the building floor plan, which includes height and space dimensions and furniture layout.

**What about parking for my guests?**

There are several options: Guests may self park in any of the lots on campus. You may wish to purchase validations at \$7.25 a space for guests to park nearby in the Central Garage or North Lot or you may wish to arrange valet parking and shuttle service.

**We would like to use different chairs and tables for our event.**

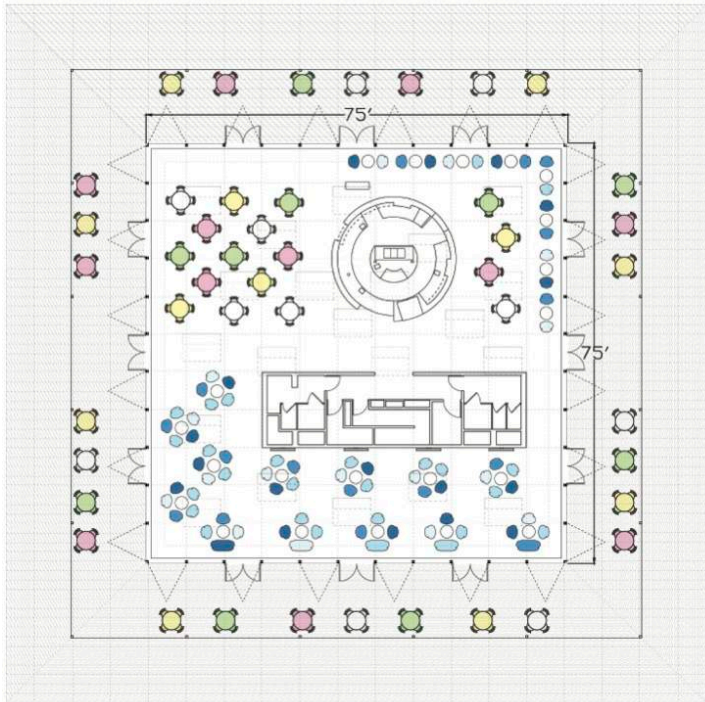
The Pavilion is to be used in “as is” condition. It does not have storage space for the furniture or a crew to move tables and chairs in or out.

**How do I make a reservation?**







You may email us at [pavilion@rice.edu](mailto:pavilion@rice.edu) or submit an online application listed on our webpage. We will check the booking calendar for the Pavilion and if available, will send a Facility License Agreement and Agreement Summary in order to continue the reservation process. The facility fee must be paid upfront to complete your application.

**How do I pay?**

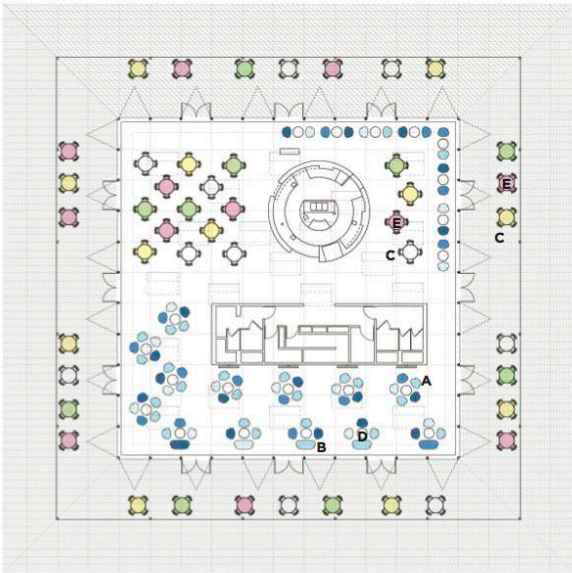
Payments can be made by an interdepartmental transfer. A fund and org will be requested as part of the reservation process. If the event is being held by a non-Rice entity than a check is required made payable to Rice University.



75' x 75' SPACE

-  Jacobsen Swan Chair
-  Jacobsen Swan Sofa
-  Kasper Salto Ice Chair Type 1
-  Kasper Salto Ice Chair Type 2
-  Berger Custom Low Tables 24" Diameter
-  Berger Custom Tables 36" Diameter

**BROCHSTEIN PAVILION**  
GROUND FLOOR PLAN



**A. Jacobsen Swan Chair**  
Qty: 71



**B. Jacobsen Swan Sofa**  
Qty: 5



**C. Kasper Salto Ice Chair**  
Type 1+2  
Qty (Indoor): 68



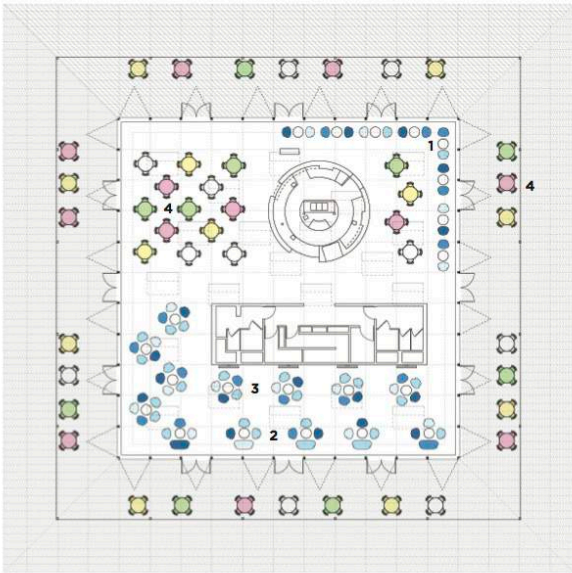
**D. Berger Custom Low Tables**  
24" Diameter  
Qty: 21



**E. Berger Custom Tables**  
36" Diameter  
Qty (Indoor): 17  
Qty (Outdoor): 28

**BROCHSTEIN PAVILION  
INDIVIDUAL FURNITURE PLAN**





**1. Jacobsen Swan Chair + Berger Custom Low Tables**  
Arrangement Number: 8



**2. Jacobsen Swan Sofa + Jacobsen Swan Chair + Berger Custom Low Tables**  
Arrangement Number: 5

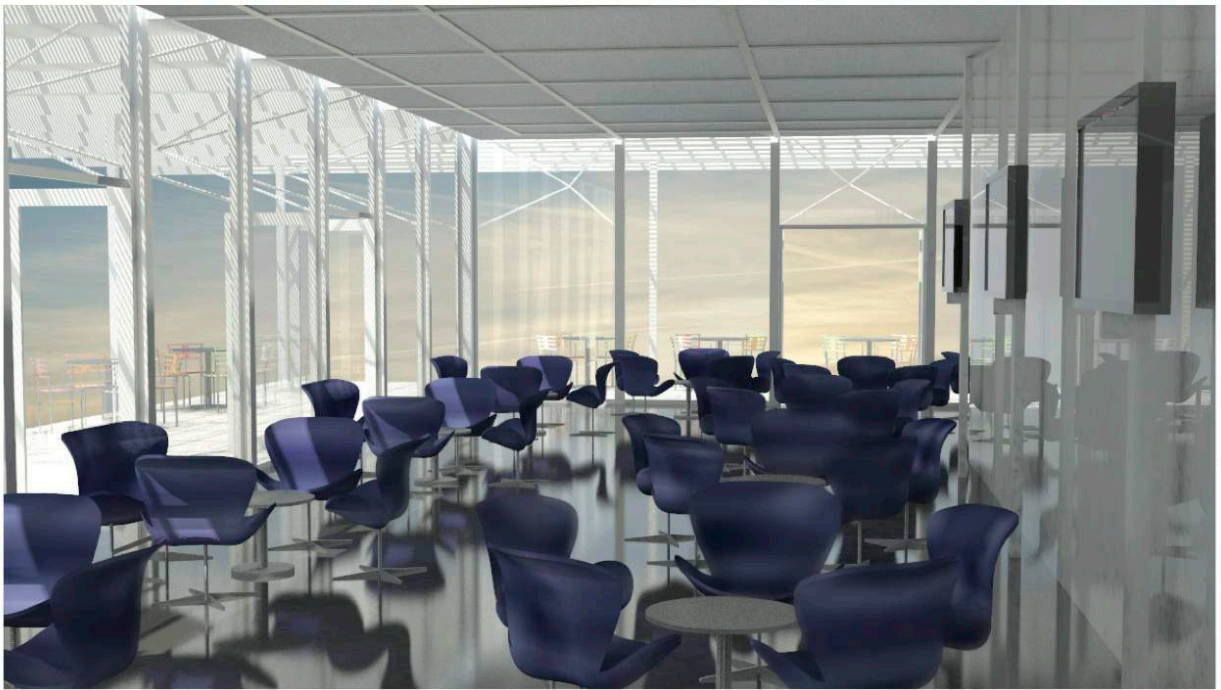


**3. Jacobsen Swan Chair + Berger Custom Low Tables**  
Arrangement Number: 8

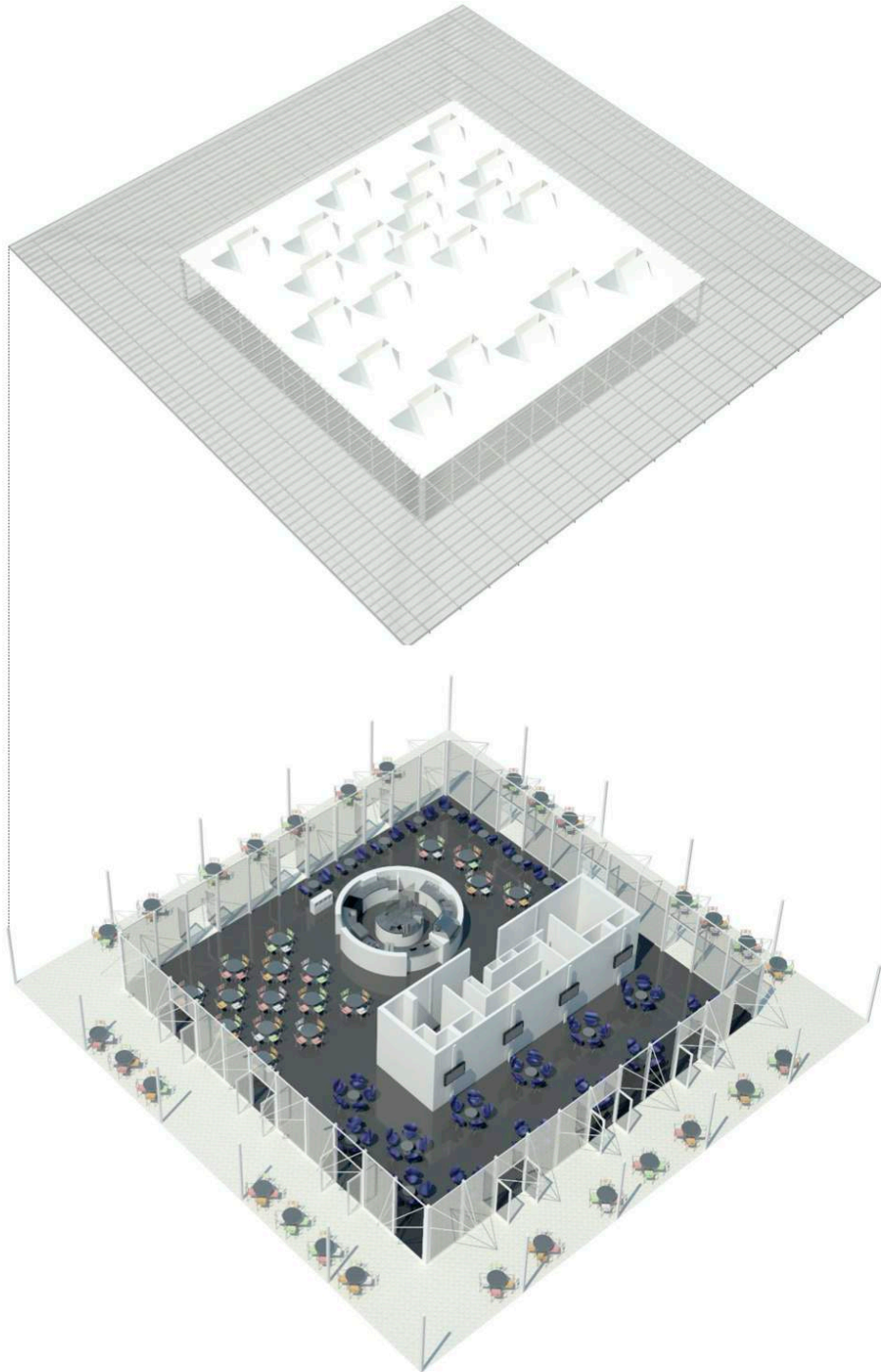


**4. Kasper Salto Ice Chair + Berger Custom Tables**  
Arrangement Number (Indoor): 17  
Arrangement Number (Outdoor): 28

**BROCHSTEIN PAVILION  
FURNITURE ARRANGEMENT PLAN**

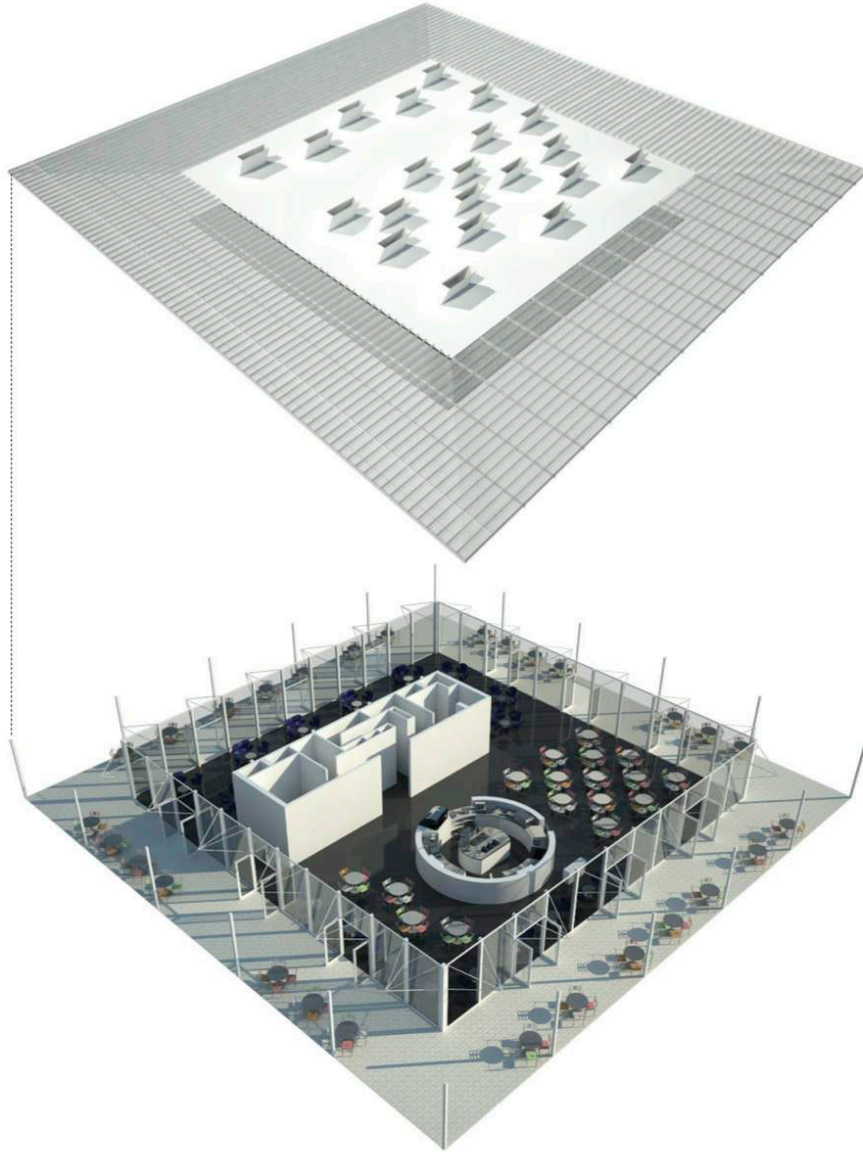


**BROCHSTEIN PAVILION**  
**INTERIOR RENDER**

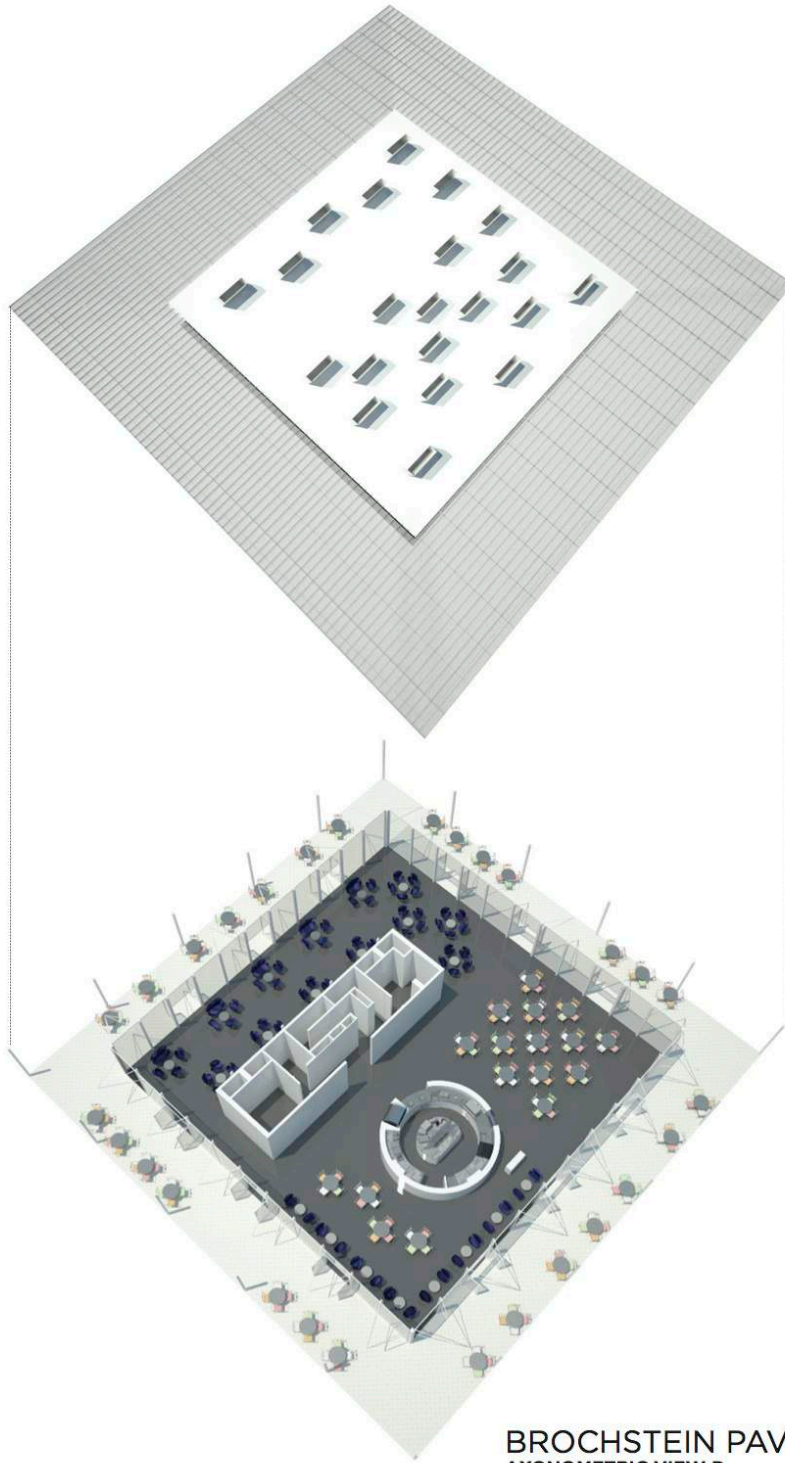


**BROCHSTEIN PAVILION**  
**AXONOMETRIC VIEW A**





**BROCHSTEIN PAVILION**  
**AXONOMETRIC VIEW C**



**BROCHSTEIN PAVILION**  
AXONOMETRIC VIEW D