

SKY LOUNGE

2025 EVENT GUIDELINES

ON LADY BIRD



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ON
LADY BIRD



Offering panoramic views of Auditorium Shores, Lady Bird Lake, the Austin City Skyline and the rolling West Hills, Sky Lounge on Lady Bird has the best rooftop views in Downtown Austin.

Located on the 15th Floor of the River South Building, this upscale space can accommodate up to 150 guests in over 3500 square feet. Sky Lounge is the perfect venue to celebrate a wedding, reception, private or corporate event. Features include a stylish rooftop lounge and bar, a large outdoor terrace with fire pit and retractable doors to connect the indoor and outdoor spaces.



FLEXIBLE INDOOR & OUTDOOR EVENT SPACES



FIVE STAR HOSPITALITY



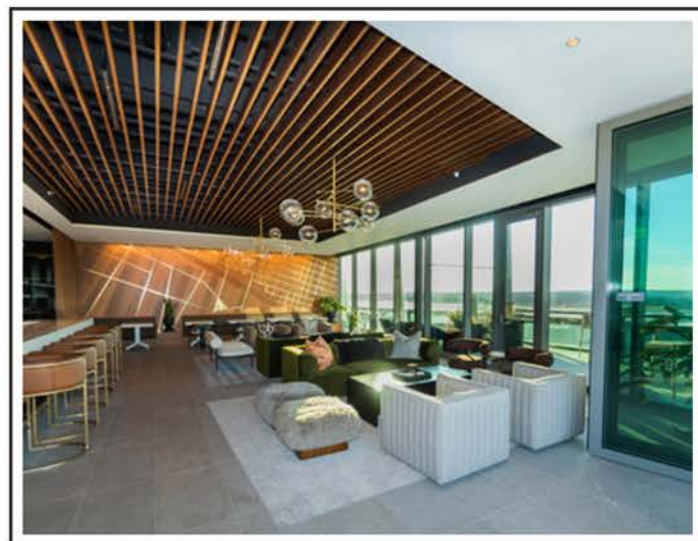
CULINARY PARTNERS & FULL-SERVICE BAR



BEST-IN-CLASS TECHNOLOGY

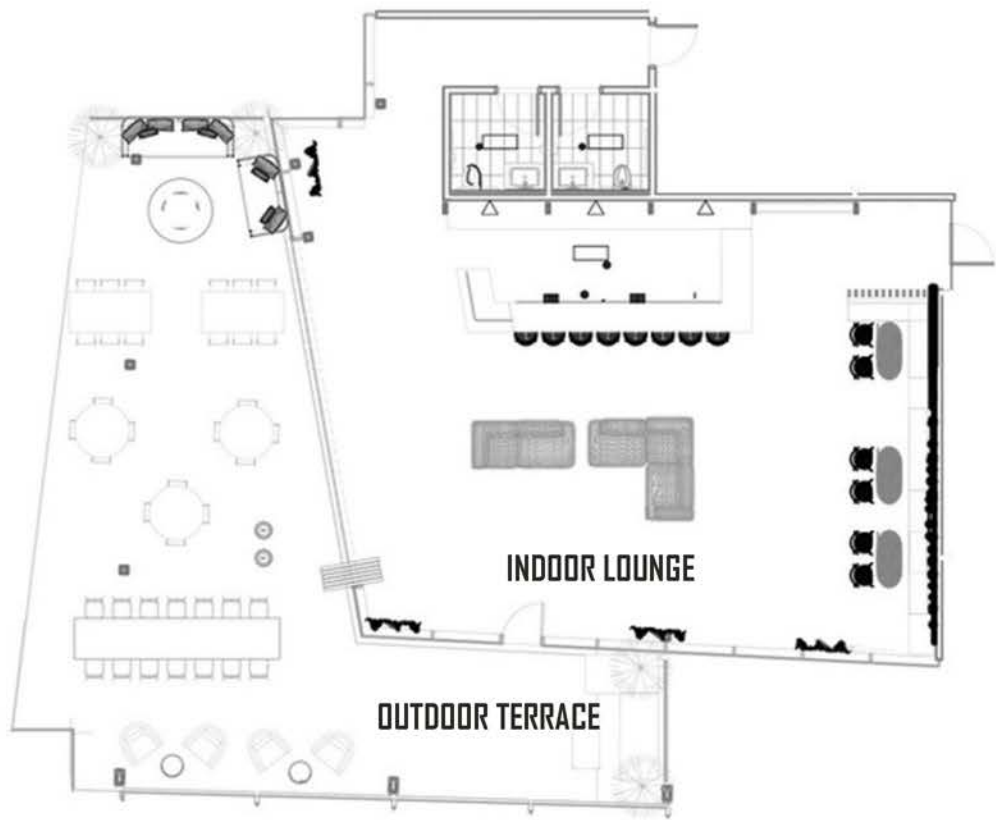


ON-SITE PARKING



FLOORPLAN & CAPACITIES

FLOORPLAN



*Exact furniture layout subject to change.

INDOOR LOUNGE	2216	90
INDOOR LOUNGE + OUTDOOR TERRACE	3584	150





RENTAL GUIDELINES

Rental Guidelines

To rent the Sky Lounge on Lady Bird, we require a signed contract and a 50% deposit of the estimated grand total.

Hours

The Sky Lounge on Lady Bird is used as a private amenity space on Monday-Friday for our corporate tenants, which affects the hours that you can rent the space. The venue rental hours are outlined below.

Monday: 5:00pm-12:00am

Tuesday - Thursday: 8:00pm - 12:00am

Friday: 6:00pm - 1:00am

Saturday: 8:00am-1:00am

Sunday: 8:00am-1:00am

Vendors will be allowed into the space 2 hours prior to the event. Any additional hours needed for set-up will come with a \$500/hour charge.

The venue rental fee is a flat rate, and includes 4 hours of rental. Any additional hours will come with a higher venue rental rate. Any events less than 4 hours may still incur the same flat rate, depending on the season.

Holiday Hours

During the months of November and December, we allow clients to rent our space starting at 6:00pm on Thursdays and Fridays.

During 4th of July and NYE, clients can rent our space starting earlier than 8:00pm. *Federal Holiday hours vary. Please inquire for availability.

Capacities

The reception-style maximum capacity in our venue is 150 guests, inside and outside.
The reception-style maximum capacity inside is 100 guests.

The seated maximum capacity is 120 guests, inside and outside.
The seated maximum capacity inside is 85 guests.

Our outdoor terrace is not covered and cannot be covered.

RENTAL GUIDELINES

Furniture Options

Our venue comes fully furnished, with modern-style lounge furniture. The outdoor terrace includes tables with seating.

The furniture in our venue can be adjusted if the changes are not severe, and do not require lifting of the furniture. If the furniture adjustments require lifting, it is required that our furniture moving/removal vendor is hired. If the furniture is moved, it must be moved back into it's original place at the end of the event. The Sky Lounge venue management and bar staff cannot move any of the furniture.

The furniture can be removed out of the space using our furniture removal vendor. The vendor will quote you directly and you will pay them directly.

Additional furniture may be brought into the venue. The building has a freight elevator that vendors can use. The freight elevator dimension are:
5'9" L x 8'5" W x 9'4" H

If you want a fully seated dinner/event, you will need to remove our furniture, and use a full-service vendor to bring in and remove tables and chairs. All furniture must be moved back into the space at the conclusion of your event unless otherwise agreed upon.

Bar Services

The Sky Lounge on Lady Bird has a full-service bar. This includes bar package options or a by-consumption bar, as well as fully trained, certified, professional bar staff. We do not allow alcohol to be served by anyone besides our staff.

Bar staff are charged at an hourly rate per staff member. The bartender gratuity is included in the 24% service fee included in the overall payment. The client is welcome to give additional gratuity if they enjoyed the bar services during their event.

Bar staff will wear all-black attire for events. The client may request different attire, which may be approved or denied depending on the request.

Bar Packages

The Sky Lounge offers many bar package options to accommodate your budget. The options listed on our bar packages will be the only options available for the event, so it is important to review the packages prior to the event.

Special requests may incur additional charges.

We do not allow cash bars (individual tabs). You must purchase a bar package, or pay the bar minimum for a by-consumption bar.

No outside alcohol is allowed in our space.

You can review our bar packages on page 13.

Vendor Information

The Sky Lounge on Lady Bird has a preferred vendor list with the vendors that we work with often and recommend for services. You can review our preferred vendor list on page 11.

However, clients are allowed to bring in outside vendors as long as the following stipulations are followed:

1. They must be full-service.
2. They must provide a Certificate of Insurance (COI) with our venue listed as additionally insured. All vendor insurance requirements can be found on page 7.
3. They must schedule a walkthrough of the venue prior to the event.
4. All vendors must use our freight elevator. The dimensions of the freight elevator are listed on page x)

There is a loading dock for the vendors to use. All vendor parking will be validated by our venue management team.

Vendors will have access to the venue 2 hours prior to the event. Any additional time required will come with a \$500/hour charge to the client and must be communicated at least 14 days prior to the event.

Vendor Insurance Requirements

AAG and Client each agree to contract only vendors that carry adequate personal property, liability and other insurance protecting itself against any claims directly arising from any activities conducted on the Premises during the Event. Client hereby indemnifies and holds AAG, Owner and the other Indemnified Parties harmless from any loss, liability, costs or damages arising from (i) Client's occupancy and use of the Premises or other such areas hereunder, including but not limited to the entrances, lobbies, and exits thereof, the sidewalks, streets and approaches adjoining the Premises, or any other portion of the Premises in connection with the Event; (ii) any personal injury, bodily injury, death, or property damage suffered in connection with the Event; (iii) any defect in or other problem with any equipment provided by the Client in connection with the Event; (iv) any negligent or grossly negligent action, inaction, omission, or intentional misconduct of Client; and (v) any breach or alleged breach of any term, covenant, condition, or warranty contained in this Agreement.

Client shall contract, for the term of this Agreement, only with vendors, as provided by AGG, carrying the following insurance requirements, and that can and provide evidence of us such coverages to AAG on a Certificate of Insurance at the time of execution of this Agreement:

1. "All risk" insurance for physical loss or damage to Client's property brought on site. Such policy will waive subrogation against AAG, Owner and the other Indemnified Parties.
2. Commercial General Liability Insurance. Vendors contracted by the Client shall maintain Commercial General Liability insurance (CGL) which includes coverage for premises and operations liability, personal and advertising injury, products and completed operations liability, and contractual liability with minimum limits of One Million Dollars (\$1,000,000 USD) per occurrence and Two Million Dollars (\$2,000,000 USD) policy aggregate. Such policy shall name entities listed on Exhibit B attached hereto as an additional insured, and shall be primary and noncontributory.
3. For any event in which alcohol is served, vendors contracted by the Client shall provide Liquor liability coverage with minimum limits of One Million Dollars (\$1,000,000 USD) per occurrence and Two Million Dollars (\$2,000,000 USD) policy aggregate. Such policy shall name entities listed on Exhibit B attached hereto as an additional insured, and shall be primary and non-contributory.
4. Umbrella or Excess Liability Insurance. Vendors contracted by the Client shall maintain a Follow-form Umbrella or Excess Liability coverage with a minimum limit of \$4,000,000 per occurrence in excess of \$1,000,000 per occurrence. Such policy shall name entities listed on Exhibit B attached hereto as an additional insured, and shall be primary and non-contributory.
5. Workers' Compensation & Employer's Liability Insurance. Vendors contracted by the Client shall maintain a statutory Workers' Compensation and Employer's Liability with a minimum limit of \$1,000,000 per occurrence including a waiver of subrogation in favor of entities listed on Exhibit B attached hereto. Vendors contracted by the Client must place coverage with an insurance company that is licensed to do business in the state of Texas and with an A.M. Best rating of at least "A VII". Any deductibles under the foregoing policies shall be the responsibility of vendors contracted by the Client.

RENTAL GUIDELINES

Catering Services

The Sky Lounge on Lady Bird does not offer catering services. While we don't require that you use our preferred catering vendors, we highly recommend using them as they have worked many times in our space and offer quality services!

To see catering menus, you will reach out directly to the catering companies. The Sales Manager of the Sky Lounge can connect you directly via email to any of these caterers.

All pricing is determined by the catering companies.

All caterers must be full-service. This means that they bring their own equipment, execute food service, maintain cleanliness and remain onsite for the duration of your event. We do not allow drop-off catering in our space and the client will be fined \$1000 if the caterer is not full-service. All food must be cleaned up at the end of the event by the caterers, and they must do a walkthrough with the venue manager after the event.

You can review the preferred vendors on page 11.

Music and Entertainment

The Sky Lounge on Lady Bird has hosted many musicians, bands, and DJs during events! We have a few preferred vendors but clients are welcome to bring in any music of their choice.

All music vendors need to bring their own equipment, speakers, tables, extension cords, and anything else they will need for their services. The Sky Lounge doesn't provide any of the equipment for music vendors.

There is a 10:30pm noise ordinance per the City of Austin for our outdoor terrace. After 10:30pm, the musician or DJ must move inside with the doors closed.

All music vendors will be required to send a certificate of insurance with the Sky Lounge listed as additionally insured.

The Sky Lounge has an in-house Bluetooth sound system that can play music during your event. These sound systems are meant for background ambiance music.

AV Capabilities

Our venue has 3 TVs above the bar that can be used for pictures, videos, or slideshows.

If the client needs microphones, speaker systems, or other presentation materials, they will have to work with a vendor. You can review our preferred AV vendors on page x.

RENTAL GUIDELINES

Parking

Our venue has an 800-spot parking garage on-site. There are a few parking options for your guests:

1. Valet Services- All valet services are done externally through our parking vendor. The Sky Lounge sales manager will connect you directly to our parking vendor for a valet quote.
2. Self-Park with Validations- If you would like to cover the cost of parking for your guests, validations will be provided at \$10 each and billed the business day following your event.
3. Self-Park, Self-Pay- If you would like your guests to cover the cost of their own parking, we will set our garage rate at a \$10 exit rate, so each guest will pay \$10 to park in the garage.

All vendors and hosts will have their parking validated for no charge.

Security Requirements

Our venue is located in RiverSouth, a corporate office building. Due to the fact that other offices are in our building, we have security requirements for each event.

We require that at least two security officers be on-site for each event. One security officer is located in the lobby, and will be doing the guest check-in, as well as sending guests up to the venue. The second officer is located on the 15th floor, where the Sky Lounge is, to help direct guests to the space and to protect the offices on the 15th floor.

Security guards are a non-negotiable and must be contracted and provided by Sky Lounge on Lady Bird. There is a 4-hour minimum for each officer. Hourly rates are incurred per officer per hour. Additional security guards can be requested.

Guest Check-in Requirements

We require a guest list for every event, no matter the guest count. The security team needs the guest list to check guests in at the lobby. This list is provided to the security team to allow guests into the venue.

Guest lists must be sent in PDF format and alphabetized by last name. Guest list must be sent at least 7 days prior to the event. Last-minute additions can be made to the guest list as needed.

Any 'plus ones' must be listed next to their affiliated guest if you do not have their name. Any guests or 'plus ones' not listed will not be let into the venue until the security officer gets approval from the host. It is important to have all guests on the list to ensure an efficient check-in process.

RENTAL GUIDELINES

Important Due Dates Prior to Event

We require the client to provide certain information prior to their event. Listed below are the required decisions, documents, and the due dates.

Guest Count:

- Must be finalized 14 days before the event
- Must be alphabetized and in PDF format

Bar Package Selections:

- Must be finalized 14 days prior to the event

Final Payment:

- Due 14 days prior to the event

Vendor List:

- Due 7 days prior to the event
- Must have the name of the vendor, proof of insurance, the primary contact information for the event, and the arrival time listed.

Special Bar/Cocktails Requests:

- Due 1 month prior to the event
- Selections need to be approved by the Sales Manager

PREFERRED CATERERS

For an event that you will not forget, we have curated a list of Sky Lounge's favorite vendors for your catering, furniture, music and A/V needs.

The Sky Lounge on Lady Bird uses external vendors to provide catering services for events. If you would like to use a caterer outside of our preferred list, there is a \$350 outside vendor fee.

In addition, the caterer must provide a certificate of insurance that matches the vendor insurance stipulations listed in the rental agreement. Note all caterers must be full-service caterers, we do not allow drop-off catering in our space.

PREFERRED CATERERS

Peached Tortilla
Cain's Fine Dining
Contigo Catering
2 Dine 4 Catering
Fibonacci Food
Austin Catering
Vestals Catering
Courtneys Catering



PREFERRED VENDORS

For an event that you will not forget, we have curated a list of Sky Lounge's favorite vendors for your catering, furniture, music and A/V needs.

PHOTOGRAPHY/VIDEOGRAPHY

Blended Sense
Vanessa Joy
Photography
John Allen

EVENT PLANNERS

RosePOP Parties
Wedding Day Girl
The Posh Picnic
Whitt Ross
Sherry Hampton

DJ

Profound Sounds DJ
Treehaus DJ Group
Exodus Sounds

LIVE MUSIC

Michael Alanis Music

FURNITURE/TENT RENTALS

Whim Hospitality
Loot Rentals
Monarch Event Rentals
Peerless Events & Tents
Premiere



BAR PACKAGES

The Sky Lounge on Lady Bird offers a variety of bar options to customize your event. All bar options include soft drinks, mixers, assorted juices and appropriate garnishes.

BEER & WINE PACKAGE

1 hour - \$21 Per Guest
 2 hours - \$31 Per Guest
 3 hours - \$41 Per Guest
 4 hours - \$51 Per Guest
 Drink Tickets - \$11 per ticket

CLASSIC PACKAGE

1 hour - \$29 Per Guest
 2 hours - \$39 Per Guest
 3 hours - \$49 Per Guest
 4 hours - \$59 Per Guest

AUSTIN PACKAGE

1 hour - \$32 Per Guest
 2 hours - \$42 Per Guest
 3 hours - \$52 Per Guest
 4 hours - \$62 per Guest
 Drink Ticket - \$14 per ticket

PREMIUM PACKAGE

1 hour - \$34 Per Guest
 2 hours - \$44 Per Guest
 3 hours - \$54 Per Guest
 4 hours - \$64 Per Guest
 Drink Ticket - \$17 per ticket

OR

PRE-PAID BAR PACKAGE

Hosting a by-consumption bar is an option for your event. Based on your number of guests, we will give you a bar minimum to meet. You will pre-pay the bar minimum, and we will track your tab by-consumption up to that minimum. If you exceed the minimum, we will start a new tab and charge you the remaining balance after the event.

Includes most options from the Premium Package.

Request a bar minimum by emailing Maggie at mkennedy@archamenityevents.com

BAR PACKAGES

The Sky Lounge on Lady Bird offers a variety of bar options to customize your event. All bar options include soft drinks, mixers, assorted juices and appropriate garnishes.

BEER & WINE PACKAGE

BEER

Variety of Draft, Domestic/Imports and Austin Craft Beer

WINE

Cabernet Sauvignon, Pinot Noir, Red Blend, Chardonnay, Pinot Grigio, Rose, Sauvignon Blanc and Prosecco

CLASSIC PACKAGE

Includes 2 Specialty cocktails and mixed drinks

SPIRITS

GIN: Still Austin, Greenhouse
RUM: Bacardi, Flor de Cana Silver
WHISKEY: Balcones, Buffalo Trace
VODKA: Reyka, Titos
TEQUILA: El Jimador, Espolón

WINE

Cabernet Sauvignon, Pinot Noir, Chardonnay, Pinot Grigio, Prosecco

BEER

Variety of Domestic/Imports and Austin Craft Beer

AUSTIN PACKAGE

Includes Classic options plus some local favorites

SPIRITS

GIN: Bombay Sapphire
RUM: Captain Morgan
WHISKEY: Bulleit Rye
VODKA: Dripping Springs, Deep Eddy
TEQUILA: Herradura, Lalo

WINE

Cabernet Sauvignon, Pinot Noir, Chardonnay, Pinot Grigio, Sauvignon Blanc, Prosecco

BEER

Variety Domestic/Imports and Austin Craft Beer

PREMIUM PACKAGE

Includes all Austin options plus draft beer and top Sky Lounge brands

SPIRITS

GIN: Hendrick's
RUM: Meyers, Mount Gay
WHISKEY: Maker's Mark, Wild Turkey 101, Woodford Reserve
VODKA: Grey Goose, Ketel One
TEQUILA: Casamigos

WINE

Red Blend, Cabernet Sauvignon, Pinot Noir, Chardonnay, Pinot Grigio, Sauvignon Blanc, Rose, Prosecco

BEER

Variety of Draft, Domestic/Imports and Austin Craft Beer

BAR PACKAGES

The Sky Lounge on Lady Bird offers a variety of bar options to customize your event. All bar options include soft drinks, mixers, assorted juices and appropriate garnishes.

Standard drinks include Ranch Water, Aperol Spritz, Collins, Mules.

Mocktails available - Hibiscus Harmony, Island Fizz.

CLASSIC COCKTAILS

Select one from each column. Standard selection is Margarita and Old Fashioned unless otherwise requested

SHAKEN

Daiquiri - Classic or Blackberry
French 75
Cosmopolitan
Lemon Drop
Margarita
Gimlet

STIRRED

Old Fashioned
Manhattan
Classic Martini
Negroni
Dark & Stormy
Vieux Carre

POPULAR ADD ONS | Per Person Rate

Paloma | \$3
Mexican Martini | \$4
Espresso Martini | \$5
Aviation | \$5

Other options available upon request.

MIMOSA PACKAGE | \$20 Per Person

Having a mimosa package adds a touch of easy luxury to your gatherings. Whether it's a leisurely brunch with friends or a simple celebration, the charm of a mimosa package lies in its simplicity. It includes a bottles of prosecco and a unlimited refreshing orange juice.

BRUT CHAMPAGNE | Price Varies Depending on Champagne

Most of our bar packages include prosecco as the featured sparkling wine. If you would like to add a brut champagne to your package, please inquire with Maggie.

CUSTOM COCKTAIL CREATION | \$300 and up

Allow our in-house mixologist create a bespoke cocktail experience for you and your guests.
Please note that this process begins 2 months prior to your event date

BY-CONSUMPTION BAR OPTION

Hosting a by-consumption bar is an option for your event.

Based on your number of guests, we will give you a bar minimum that needs to be met. You will pre-pay the bar minimum, and we will track your tab by-consumption up to that minimum. If you exceed the minimum, we will start a new tab and charge you the remaining balance after the event.

Request a bar minimum by emailing Maggie at
mkennedy@archamenityevents.com

Includes most options from the Classic, Austin, Premium Packages.

LIQUOR

Gin

- Bombay Sapphire
- Hendricks
- Still Austin
- Greenhouse

Rum

- Bacardi
- Captain Morgan
- Flor de Cana Silver
- Meyers
- Mount Gay

Whiskey

- Balcones
- Buffalo Trace
- Bulleit Rye
- Maker's Mark
- Wild Turkey 101
- Woodford Reserve

Vodka

- Deep Eddy Vodka
- Dripping Springs
- Grey Goose
- Ketel One
- Reyka
- Titos

Tequila

- Casamigos
- El Jimador
- Espolón
- Herradura
- Lalo

FEATURED COCKTAILS

WINE

Cabernet Sauvignon, Pinot Noir, Prosecco, Red Blend, Rose, Sauvignon Blanc, Chardonnay, Pinot Grigio

NON-ALCOHOLIC DRINKS

- Soft Drinks: Coca-Cola Products
- Juice: Cranberry, Orange
- Lemonade

All beverage items are subject to an applicable taxable 24% service charge and an 8.25% state sales tax.

COCKTAIL OPTIONS

Tom Collins

Gin, Club Soda, Lemon Juice, Simple Syrup

Blackberry Daiquiri

Rum, Lime Juice, House-made blackberry syrup

Ranch Water

Tequila, Lime Juice, Club Soda

Old Fashioned

Orange Bitters, Demerara Syrup, Angostura Bitters, Whiskey

Pineapple Mule

Vodka, Pineapple Juice, Lime Juice, Ginger Beer

BEER OPTIONS

Domestic

Coors Light
Michelob Ultra
Miller Lite

Import

Corona Extra
Dos Equis Lager Especial
Heineken 0.0%
Modelo Especial

Craft

Austin East Cider
Blue Moon
Independence Stash
Karcher
Love Street