
PALAZZO LAVACA

AUSTIN

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FAQ

What is the capacity of Palazzo Lavaca?

165 for standing-room-only events; 130 for wedding receptions, and 65 for a seated dinner in either the upstairs Great Room, or the downstairs Grande Ballroom.

What is the rental fee for a wedding or private event?

Our venue rental rates vary based on the day of the week and time of year. There are two options for hosting an event at Palazzo Lavaca. You can either rent the entire venue, or just the downstairs. For a detailed quote, please email oliver@palazzolavaca.com

How do I book a date?

A 50% deposit of the rental fee is due at the time of booking. In addition, we require a \$1,000 security deposit, which is refunded within 30 days after the event, provided there are no damages. The remaining balance is due 30 days before the event. Palazzo Lavaca accepts checks, money order, and all major credit cards (3% service fee for credit cards).

What is your cancellation policy?

The 50% deposit is non-refundable. If you cancel more than 90 days prior to your scheduled event, you are able to use your deposit as a credit for a future event, up to 1 year from your original date. If you decide to move the date of your event, you may do so, pending availability. There is a \$500 re-booking fee for moving your date 90 days prior to your scheduled event.

Are there any restrictions to the vendors that I use?

We pride ourselves on being flexible and accommodating; you may use the vendors of your choice. Our only exclusive relationship is with Sterling Events for bar service. Please see our list of preferred vendors who we trust to provide excellent service. We do ask that you use a professional caterer and we reserve the right to approve your vendors.

When can my vendors and guests be present on-site?

We only book one event per day to ensure the best experience for every client. The venue opens at 2pm and can remain open through 1am (guests out by 12am), including an hour scheduled for vendor breakdown. You are welcome to coordinate any deliveries, vendor setup, and guest arrivals at any time throughout the day.

Do I need to hire an event planner or coordinator?

A Palazzo Lavaca Operations Manager will be on-site during your event to answer any venue-related questions, provide general assistance and oversee the building and our staff. The Venue Director will schedule planning meetings leading up to your event to go over all timeline related and vendor issues to ensure a flawless event.

Am I allowed to use my own bartenders or have my caterer provide bar service?

All beverage service at Palazzo Lavaca will be exclusively provided through our in-house bar program. There are several tiers and options to cater to different needs of our clients. Our packages offer your guests a hand-selected assortment of local and popular options as well as our expertise in service.

What other services do you provide?

Palazzo Lavaca provides exclusive bar packages, in-house table and chair rentals, AV technical support, & day-of coordination services.

Do you have an outdoor space?

Yes, included in your rental is the use of the courtyard: 1,050 sq. ft. of outdoor space. The courtyard is 80% covered with a metal roof. The uncovered space has festoon lighting and may not be tented. There is no central heat or air-conditioning in the courtyard. Food trucks can be contracted for events and can park in our alley with the service window lined up perfectly with our courtyard gates opened.

FAQ (continued)

Is there a dressing area/green room on-site?

Yes, there are many creative ways to use the (2) private suites in the downstairs area of the venue. Both private suites are equipped with a couch and a private restroom.

How many restrooms are there?

There is one restroom upstairs, and 5 restrooms in the downstairs.

Is there parking on-site?

There is no parking on-site at Palazzo Lavaca. Street parking is always available, and there is also a LAZ pay lot on our block, as well as a state-owned garage across the street that is free on nights and weekends after 6pm. Local valet companies are also available for hire.

Are candles allowed?

All candles must be contained in glass votives with bottoms. Open flames are not allowed anywhere in the building. All candles must be raised. No candles are permitted on the floor of the venue.

Am I responsible for clean up?

Palazzo Lavaca will clean the space before and after your event, including: sweeping, mopping, detailing the washrooms, and taking care of any necessary repairs.

In order to get your full security deposit back, your caterer (or you) **must complete** the following breakdown procedures immediately following your event:

1. All centerpieces, candles, and additional décor must be removed after the event. You may store personal items (neatly packed and consolidated) overnight, but must arrange a pick-up time with the Venue Manager.
2. Linens must be bagged and consolidated with rentals.
3. Tables and chairs must be folded and stacked on the outdoor patio or carport.
4. Glasses, dishes, food, drinks, and personal items must be removed from the private suite(s).
5. All glasses, plates, silver, etc.. must be back in the original crates, consolidated and stored on the outdoor patio for pick up.
6. All food and beverage items must be removed from the premises at the end of the event.
7. Caterers are responsible for taking all trash with them at the end of the night. The dumpster of Palazzo Lavaca or its neighbors in the alley are not to be used for events.

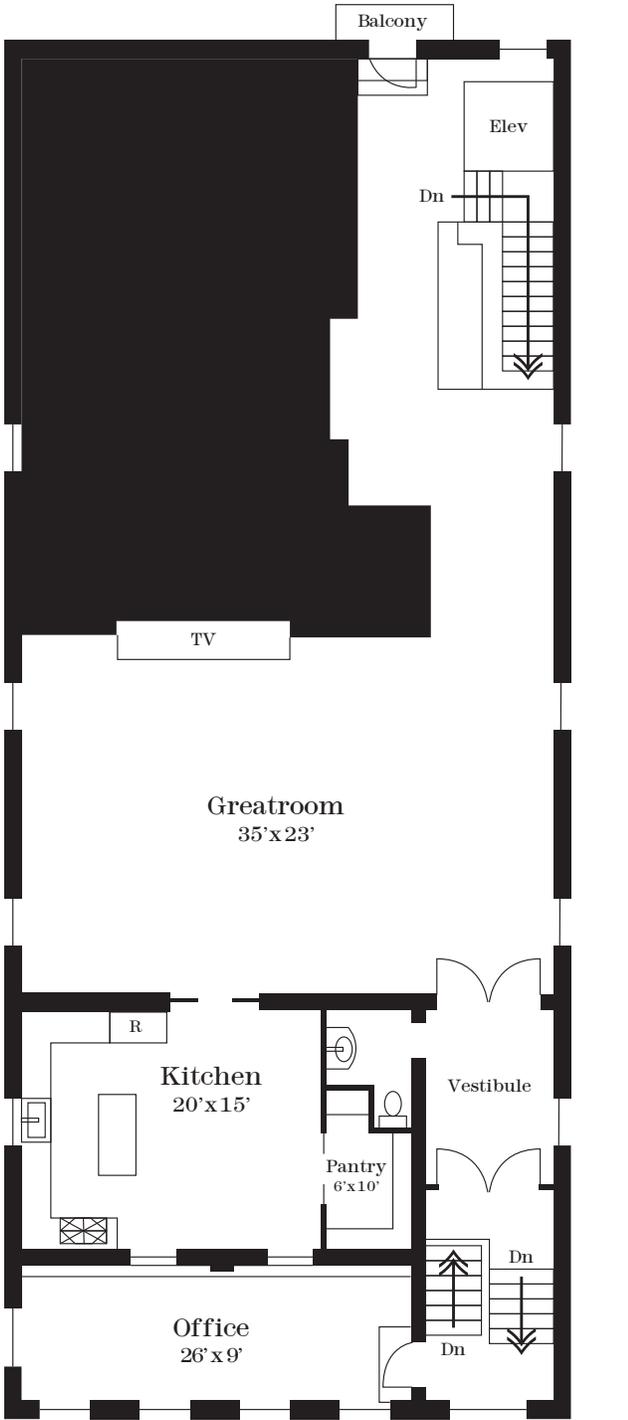
Does Palazzo Lavaca have an in-house audio & visual system?

Palazzo Lavaca is equipped with an in-house audio system with speakers located in each of the main areas, with an independent volume control between rooms. The house system is primarily for cocktail parties, speaking events, and background music. DJ's and live band setups are not able to plug into this system. DJ's and live bands must provide their own sound for each event. The in-house system does include a wireless microphone.

PALAZZO LAVACA

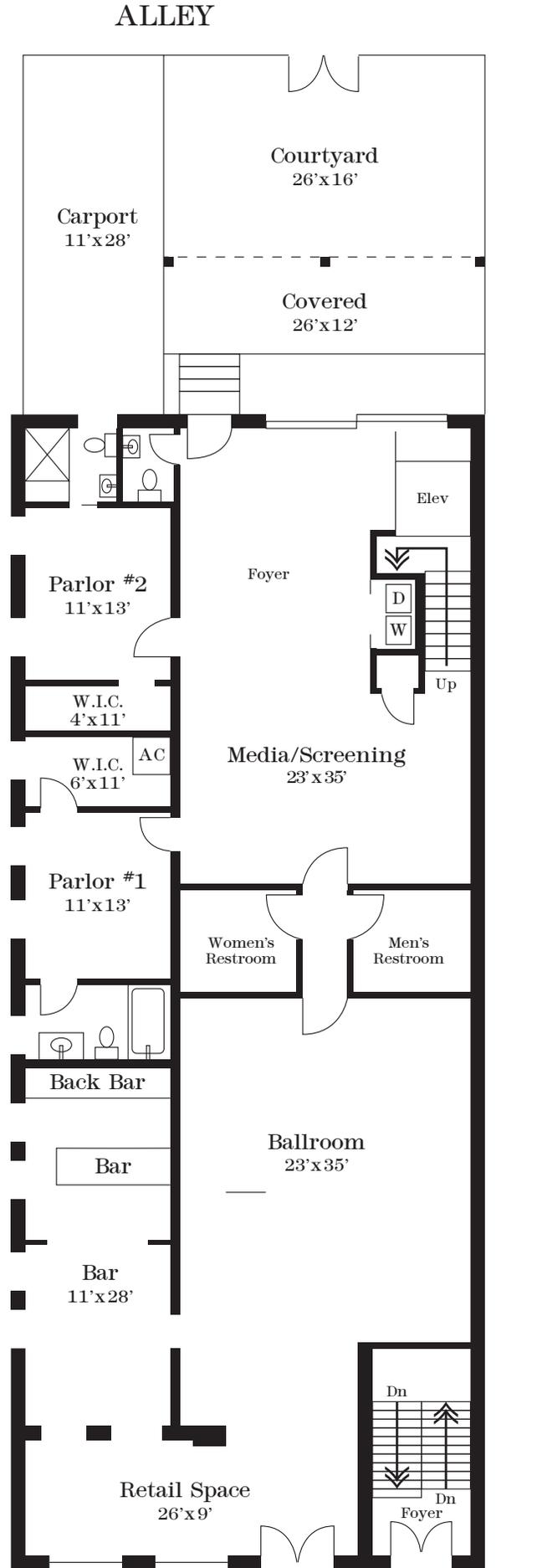
AUSTIN

1614 LAVACA ST



LAVACA ST.

Second Floor



LAVACA ST.

First Floor

THE SPACE

UPSTAIRS

The Greatroom

With the proportions and scale of a classic European drawing room, the Greatroom has 16' ceilings, a period Maria Therese chandelier, 130 year old original oak floors and the ambience of a private Venetian palace. A coffered ceiling and a view of the Capital of Texas make this room a beautiful formal setting for affairs of state, a champagne toast, a grand reception and of course an intimate wedding. Seated Capacity is 65.

Kitchen

The kitchen is equipped with a convection oven, a doubled-door refrigerator, a large sink and white Carrera marble counter space. 16' ceilings, a 130 year old painted frieze, 3 chandeliers, a collection of historical busts, iron doors and two large pocket doors make this space elegant and functional.

DOWNSTAIRS

Grande Ballroom

What was once the storefront for the boot shop and the main floor of the fire station is now a golden ballroom. All proportions used in the panels are based on the golden mean, including all mirrors. A 100 year old mysterious painting adorns the entry way. With caramel colored old wooden floors and high ceilings, this ballroom contains all the magic and beauty from the elegant times of another era. It is a romantic, sparkling and breathtaking room! Seated capacity is 65.

Violet Flame Bar

With beautiful light, this bar area contains old frescoes and yard and yards of smoky amethyst velvet curtains. Lanterns and pale pink rose ceramic lamps light the room. A marble bar makes this space reminiscent of the Plaza Athenee in Paris.

Foyer

This space was once used to house the great horse-drawn water wagons used in the 1890's when Palazzo Lavaca was a fire station. With beautiful ebony long leaf pine floors, a round marble lobby table and a massive chandelier reclaimed from the The Golden Nugget Casino in Las Vegas, Nevada. Racks for boot lathes with phone numbers from the 1940's remain on the wall. Also in this space is a 1905 Otis Elevator used to transport the saddles made from the stories above.

Parlor Room #1

Also know as the Green Room, this room serves a green room for speakers and musicians as well as a bridal suite. With 14 tall ceilings, a brass chandelier and a private bathroom.

Parlor Room #2

Also known as the Hendrix room, this room features tall ceilings, a private bathroom, a brass chandelier and a red leather Chesterfield sofa. Great room for a groom's suite and also for a photo booth.

Outdoor Courtyard

1,000sq feet of outdoor socializing space extending from the lounge. Turn of the century carriage house gates framed in antique climbing roses open onto an alley or a food truck of your choice. This space is partially covered with an old tin ceiling. Great space for a brunch buffet or an outdoor band. Can be furnished with couches and tables.