

# Cullen

*Live!*

*Virtual Recording Studio*

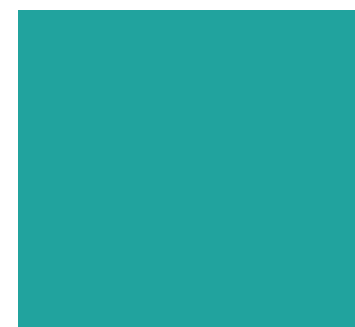
Worham  
THEATER CENTER

For the period of **August 1, 2020 to January 7, 2021**, the Lillie & Roy Cullen Theater at the Wortham Theater Center will be established as

# *Cullen Live!*

**Audio/Visual and Livestreaming Recording Studio**

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This fully equipped studio will offer several basic stage and camera configurations, allowing for a “plug and play” setup for the creation of virtual content.



## HOLDING DATES

You can check availability with the Wortham Rentals Office. Please contact Diane Salinas at [diane.salinas@houstonfirst.com](mailto:diane.salinas@houstonfirst.com) or **832-487-7021**.

Next, fill out the **Cullen Live! Hold Request form (found at the end of this document)** with preliminary information about your recording or virtual event.

Include your proposed dates, schedule and the individual or organization who will be signing the venue contract and providing insurance.

## BASE RATE FEES

	HALF DAY RENTAL (LESS THAN 5 HOURS)	FULL DAY RENTAL (MORE THAN 5 HOURS – 24 HOURS: 8:00 AM - 7:59 AM)
<b>Cullen Theater License Fee (Houston First Corporation)</b>	<b>\$750</b>	<b>\$1,100</b>
<b>Labor and Maintenance Fees (WCOC)</b>	<b>\$1,250</b>	<b>6-10 hours: \$2,500 Each additional hour for 11+ hours: \$250</b>
<b>Audio/Visual Base Rate (BEND Productions)</b>	<b>\$1,800</b>	<b>\$2,200</b>

*Note: Depending on the needs of your project, there may be additional costs associated with renting the Cullen Live venue. The above rates do not include costs for deposit, insurance, additional backstage labor, security, first aid, or additional equipment rental.*

**All rentals require a signed venue agreement, insurance certificate, license and deposit fees paid at least 30 days in advance.**



## AUDIO/VISUAL FEES

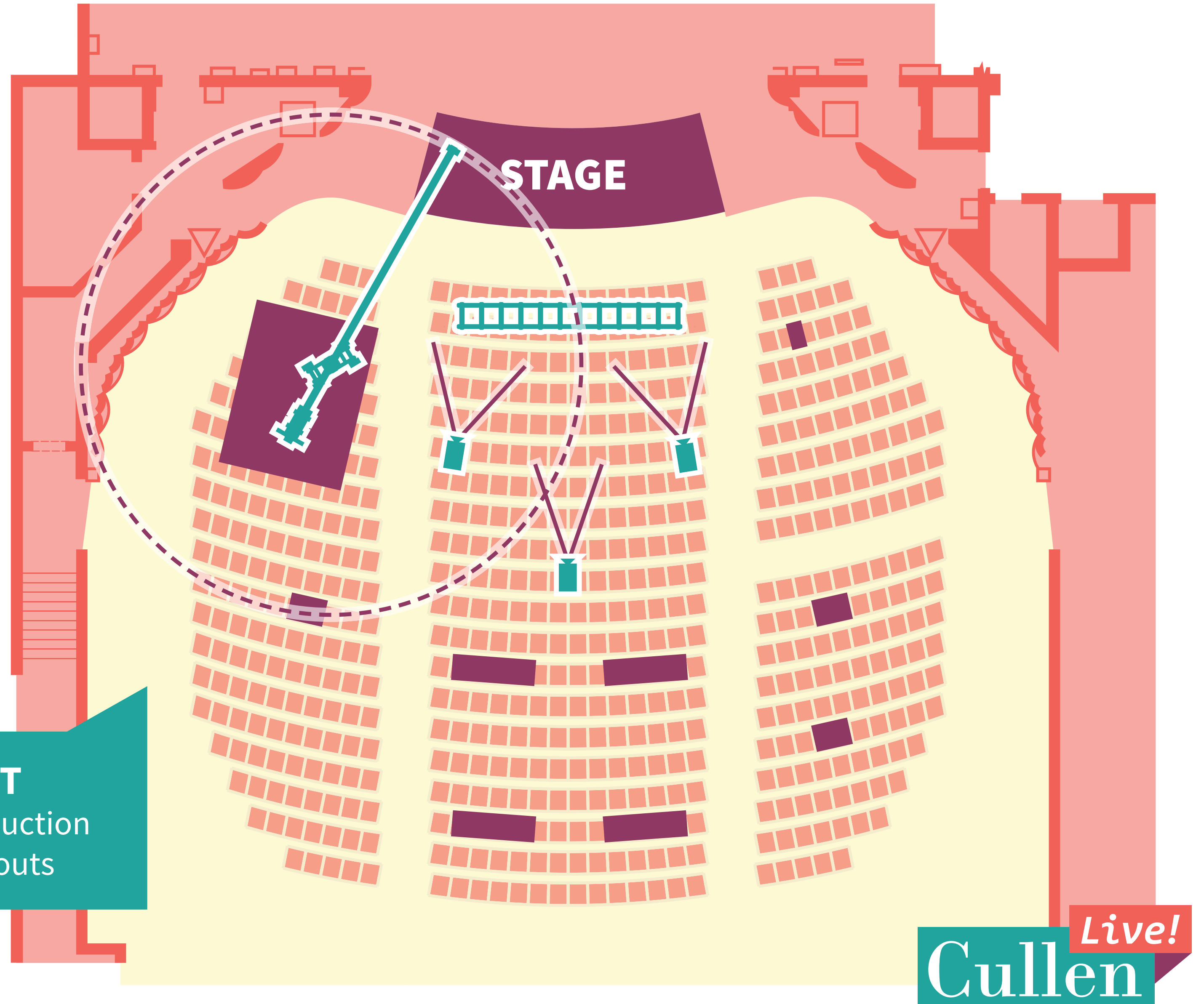
A/V Recording and Livestreaming services for **Cullen Live!** are offered exclusively by **BEND Production**.

For more information on recording and streaming packages for the **Cullen Live!** venue, please see BEND Production's service menu or reach them directly with questions at:

**BEND PRODUCTION**  
*[bendproduction.com](http://bendproduction.com)*  
**281-467-7846**

### SAMPLE LAYOUT

Contact BEND Production  
for options and layouts



**Cullen** *Live!*

## LABOR & MAINTENANCE FEES

For specific technical information on the **Cullen Live!** venue at the Wortham Center, please reach WCOC, Operations, Derwood (Woody) Freitag at [dbso@wtc-wcoc.com](mailto:dbso@wtc-wcoc.com) or **713-238-9690**.

Additional backstage labor fees may be required based on your intended virtual project so please discuss your technical needs as early as possible with WCOC.

## ADDITIONAL REQUIRMENTS & CONSIDERATIONS

### HEALTH & SAFETY REQUIREMENTS

In order to maintain a safe working environment for all **Cullen Live!** staff and clients, all clients will be required to abide by Houston First Corporation Health & Safety Guidelines. These guidelines include temperature checks, screening surveys, and masks. For more information on these guidelines, please read through Houston First's health and safety guidelines thoroughly.

### LOADING DOCK

The loading dock is a shared area of the Wortham Center. Any loading dock needs should be coordinated in advance.



## CERTIFICATE OF INSURANCE

All licensees of the **Wortham Theater Center** need to provide an insurance certificate well in advance of their event.

Although a specific due date for submission is stated in each license agreement, we recommend strongly that you present the following information regarding the coverage amounts and endorsements required to your insurance representative as soon as possible.

- **Commercial General Liability** insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the facility, affording immediate protection to the limits of not less than \$500,000 per occurrence with a \$1,000,000 aggregate and including advertising injury and personal injury.
- **Workers' Compensation** in the statutory amount and **Employer's Liability** with lim-

its no less than \$500,000 bodily injury for each accident and disease limits of \$500,000 per employee, \$1,000,000 per policy.

- Houston First Corporation and the City of Houston must be named as **additional insureds** on all policies, except Workers' Compensation and Employer's Liability. If the licensed space will include the Brown or Cullen Theaters, then Wortham Center Operating Company must also be named as an additional insured.
- All policies must contain an endorsement **waiving any claim or right of subrogation** against the Houston First Corporation and the City of Houston. If the licensed space will include the Brown or Cullen Theaters, then Wortham Center Operating Company must also be named as an additional insured.
- The issuer of any policy shall have a certificate of authority to transact insur-

ance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class IV or better, according to the most current edition of Best's Key Rating Guide, Property/Casualty - United States.

- The certificate holder should be listed as follows:

**Houston First Corporation**  
**Attn: Booking Coordinator**  
**Wortham Theater Center**  
**510 Preston St., 4th Fl.**  
**Houston, TX 77002**

- If you or your insurance representative have questions about the insurance requirements for use of our facilities, then please contact Diane Salinas at **832-487-7021** or by email at **diane.salinas@houstonfirst.com**.



# HOLD REQUEST



## DATES

Requested Date(s)

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
3rd Choice: \_\_\_\_\_

## CONTACT INFORMATION

**Sponsoring Organization** (Will sign the **License Agreement** and provide **Certificate of Insurance**)

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

**Event Planner (Main Contact, if different from above)**

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

## VIRTUAL EVENT INFORMATION

Event Name: \_\_\_\_\_  
Description of Event (this should be promotional in nature): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of performers and staff entering building:** \_\_\_\_\_

**Dressing Room Needs (# of people, quantity, specific needs, etc.):** \_\_\_\_\_

**Loading Dock Needs (dock in-use times, # of trucks/docks needed, etc.):** \_\_\_\_\_

Please note the loading dock is strictly for unloading and loading. Parking is not permitted on the dock.

## VIRTUAL TICKET INFORMATION

**Will tickets be sold to access the virtual content?**      **YES**      **NO**

If yes, please provide ticketing information including website, phone number:

\_\_\_\_\_

If not, please provide a description of how patrons can access your virtual content (website):

\_\_\_\_\_

## SCHEDULE

**DAY 1:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 2:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 3:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 4:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 5:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

### Wortham Center Rehearsal Studio Schedule

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

The Wortham's Rehearsal Room is a highly in demand space so if your event requires rehearsal studio time, please make that known here and we can let you know if the rehearsal studio is available. Additional fees to reserve this space will apply.



**DO NOT make any advance arrangement regarding facility usage, promotion or ticket sales until a License Agreement has been fully executed with the Houston First Corporation.**

Please check indicating your acknowledgment of the following before signing this document:

**My event will have no live audience and no one other than staff, stage crew, and performers will enter the building during contracted times.**

**I certify that I have read and understand the Theater Rental Rates and Rules & Regulations, Houston First Health & Safety Guidelines and all of the information contained herein is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Upon completion, return by email to: **diane.salinas@houstonfirst.com** or by mail to the following address:



**Wortham Theater Center  
Attn: Booking Division  
510 Preston St., 4th Floor  
Houston, TX 77002**

*This hold request form is not a legal agreement and does not purport to bind Houston First Corporation.*

# CHECKLIST

WHEN	WHAT	DATE COMPLETE
See holding dates.	<b>AVAILABILITY INQUIRY</b> Contact Sales Coordinator, Diane Salinas at (832-487-7021) Diane.Salinas@houstonfirst.com for availability.	
	<b>LICENSE APPLICATION</b> (First-Time Clients only) First-time clients must submit a License Application. Once the License Application has been approved, the applicant may reserve and contract dates. License Applications are typically processed within 5-7 business days.	
	<b>CULLEN LIVE! HOLD REQUEST</b> – or – <b>COMPLETE SCHEDULE</b> A prospective client may request a date be held by completing and returning a written request to the Theater District Booking Office.	
	<b>TECHNICAL OPTIONS &amp; DISCUSSION (WCOC)</b> Discuss the technical stage options for a virtual event with the Director of Backstage Operations. Once options and schedule has been finalized, an invoice will be prepared and sent to you for payment.	
	<b>AUDIO/VISUAL OPTIONS &amp; DISCUSSION (BEND PRODUCTION)</b> Discuss your A/V options for a virtual event with <b>BEND PRODUCTION</b> . Once options and schedule has been finalized, an invoice will be prepared and sent to you for payment.	
At least <b>30 DAYS</b> in advance	<b>LICENSE AGREEMENT</b> Submit a signed venue agreement to the Theater District Booking Office.	
At least <b>30 DAYS</b> in advance	<b>CERTIFICATE OF INSURANCE</b> Submit the insurance certificate meeting all of the requirements to the Theater District Booking Office.	
At least <b>30 DAYS</b> in advance	<b>RENTAL AND DAMAGE DEPOSIT PAYMENT</b> Submit payment to the Theater District Booking Office.	
At least <b>2 WEEKS</b> in advance	<b>LABOR AND MAINTENANCE FEE PAYMENT (WCOC)</b> Please pay your stage labor and maintenance fee invoice to WCOC in accordance with their payment policies.	
At least <b>2 WEEKS</b> in advance	<b>AUDIO/VISUAL DEPOSIT PAYMENT (BEND PRODUCTION)</b> Please pay your A/V invoice to Bend Production in accordance with their payment policies.	
At least <b>2 WEEKS</b> in advance	<b>ADVANCE EQUIPMENT AND LOADING DOCK NEEDS</b> Discuss your equipment and loading dock needs with an Event Manager and Director of Backstage Operations.	
At least <b>2 DAYS</b> in advance	<b>BACKSTAGE SECURITY LIST</b> Submit a backstage security list of artists and crew members participating in your virtual event for entry backstage to an Event Manager.	