

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