

Houstonfirst

FISH PLAZA

HOLD REQUEST

DATE

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: _____ Fax: _____

Mobile: _____ Email: _____

Website Address: _____

Is the above organization a 501c3 (tax-exempt)? Yes No

(If Yes, please provide your IRS determination letter and Sales Tax Exemption letter from the State along with the hold request.)

Event Planner (If different from above)

Contact: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

EVENT

Name of Event: _____

Description of Event (This should be promotional in nature):

Will event be open to the public? Yes No Estimated Attendance (each day): _____

Would you like alcohol served or sold at your event? Yes No

Arrangements for alcoholic beverages must go through our third-party food and beverage provider under contract, since they hold the TABC license for the premises.

Ticketing

Will tickets be sold to Event? Yes No Ticket prices: _____

Contact for tickets/event information (phone, website, etc.): _____

Licenses who charge an event admission fee shall be required to pay 10% of total ticket revenues exclusive of sales tax, to Houston First Corporation.

Schedule

Day 1: _____

Load-in start time: _____ Event start time: _____ Event end time: _____ Load-out end time: _____

Day 2: _____

Load-in start time: _____ Event start time: _____ Event end time: _____ Load-out end time: _____

Day 3: _____

Load-in start time: _____ Event start time: _____ Event end time: _____ Load-out end time: _____

Day 4: _____

Load-in start time: _____ Event start time: _____ Event end time: _____ Load-out end time: _____

This is not a legal contract and is not binding on either the Applicant or Houston First Corporation. DO NOT make any advance arrangement regarding facility usage or promotion until a contract has been fully executed with Houston First Corporation.

I hereby confirm that I have read and understand the Theater District Outdoor Rental Rates and Rules & Regulations.

Authorized Signature

Date

Upon completion, return by email to diane.salinas@houstonfirst.com or by fax to **(832) 487-7036** or by mail to the following address:

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

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