

# Houstonfirst

LYNN WYATT SQUARE /

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 [alexandra.sandoval@houstonfirst.com](mailto:alexandra.sandoval@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

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