

Houstonfirst

JONES HALL ♦ WORTHAM CENTER

HOLD REQUEST

LOCATION & DATE

Requested Space

Jones Hall:

Theater

Lobby Only

Green Room Only

Wortham Center:

Brown Theater

Cullen Theater

Grand Foyer

Green Room

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: _____

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): _____

Will merchandise be sold at the Event? Yes No

Licensees who sell merchandise at events are required to pay a merchandise fee, a percentage of total sales exclusive of sales tax. Please refer to the Rules & Regulations for detailed information on the percentage schedule.

Ticketing

Will tickets be sold to Event? Yes No

A \$2.00 surcharge is assessed on each ticket sold to events in the Brown Theater, Cullen Theater and \$3.00 surcharge at Jones Hall. **All tickets must be sold through Houston First Ticketing Services.**

Ticket prices: _____

Ticketing Contact

Name: _____ Phone: _____ Email: _____

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: _____

Day 5: _____

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

Wortham Center Rehearsal Studio Schedule (Brown & Cullen Theater users only)

Date(s): _____ Start time: _____ End time: _____

The Wortham's Rehearsal Room is primarily for use by Cullen Theater Licensees during contracted times in the theater. If the Cullen client declines use of the room, it may be used by to Brown Theater clients. For this reason, there is a high demand for the space. If your schedule is not listed above, we will assume you do not need use of the rehearsal room.

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.

By signing below, I certify that I have read and understand the Theater Rental Rates and Rules & Regulations all of the information contained herein is true and correct to the best of my knowledge.

Authorized Signature

Date

Upon completion, return by fax to **(832) 487-7001**
or by mail to the following address:

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