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: _____ **Estimated Attendance:** _____

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

_____

_____

_____

Contact for event information (If different than the sponsoring organization):

Phone: _____ **Website** _____

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 **Through our Ticketing Services?** ❒ Yes ❒ No

A $1.00 surcharge is assessed on each ticket sold to events in the Brown Theater and Cullen Theater; a $1.50 surcharge is assessed on tickets sold to events in Jones Hall.

Ticket prices: _____

Ticketing Contact

Name: _____ **Phone:** _____ **Email:** _____

Schedule

Load-in

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

Event/Performance Time

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

Load-out

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

Rehearsal Studio Schedule (Brown & Cullen Theater users only)

Date(s): _____ Start time: _____ Finish 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) 395-9547** or **(832) 395-9466**
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.