



## OUTDOOR VENUE BOOKING INFORMATION

Baker Common ♦ Fish Plaza ♦ Jones Plaza  
Sabine Promenade ♦ Sesquicentennial Promenade

### GENERAL INFORMATION

Our properties are available for rent from 6:00 a.m. to 11:00 p.m., seven days a week, fifty-two weeks per year. Sidewalks at the perimeter of each property are considered public right-of-way.

Glass receptacles, such as glass bottles, jars and drinking glasses are prohibited. Baby bottles, baby food jars and glass-lined vacuum bottles and picnic beverage coolers are, however, permitted.

All animals must be on a leash and under the direct control of their owner. The sale or distribution of tobacco products is strictly prohibited. Advertising and/or selling tickets for an event on our property without an executed contract is strictly prohibited.

### HOLDING DATES

Potential clients may reserve a tentative date up to one year in advance. An Outdoor Hold Request form must be completed and returned to us before we will place a date on hold.

### RENTAL RATES

A minimum Contract & Damage Deposit of \$2,000.00 will apply to all rentals.

#### OUTDOOR

Venue	Event Day	Event Period* (4 hrs or less)	Non-Event Day
Baker Common	\$350	\$200	\$200
Ray C. Fish Plaza	\$350	\$200	\$200
Jones Plaza	\$750**	\$425**	\$350
Sabine Promenade	\$350	\$200	\$200
Sesquicentennial Promenade	\$300	\$200	\$200

\* Load-in, set-up, event time and load-out must be contained within a 4 hour time period for Event Period rates.

\*\* Includes restroom attendants during event hours.

### REQUIREMENTS & ADDITIONAL FEES

The costs of the following requirements are the responsibility of the producer and are not included the rental fee.

#### GATE FEE

Producers that charge an event admission fee are required to pay 10% of total ticket revenues to Houston First Corporation. This is in addition to the rental fee.

- Gate Fees are subject to sales tax, payment of which shall be the sole responsibility of producer.
- A ticket manifest shall be given to the Event Manager in advance of tickets going on sale.
- Unless all admission tickets are sold on a computerized ticketing system, producers are required to use serially numbered tickets to ensure an accurate accounting of ticket sales and calculation of the gate fee.

- The gate fees will not be imposed on complimentary tickets or others pulled at no value, but only 200 comp tickets are allowed per day. The gate fee will apply to anything over 200 comps.
- Prior to the end of an event, the producer must provide our Event Manager with a final ticket sales report, box office statement or auditing report. The producer is required to complete final settlement with Event Manager no later than the 2<sup>nd</sup> business day following the end of the event.

### CONCESSION FEES

In addition to the License Fee, there is a daily fee for each booth:

<u>TAX-EXEMPT, 501(c)(3) FEES</u>		<u>STANDARD FEES</u>	
Information Booth	N/C	Information Booth	\$25
Booth for distributing complimentary items	N/C	Booth for distributing complimentary items	\$30
Non-Food Product Sales	\$25	Non-Food Product Sales	\$35
Food & Non-Alcoholic Beverage Sales	\$40	Food & Non-Alcoholic Beverage Sales	\$50
Alcoholic Beverage Sales	\$90	Alcoholic Beverages Sales	\$100

### SECURITY

Uniformed peace officers must be hired by the producer to provide security and crowd control during events. A minimum of one officer per 500 attendees is a good guideline, but it really depends on the event. For instance, an event with alcohol would require more officers since the entrances must be controlled. The officers must be in place 30 minutes before the time the event is open to attendees and 30 minutes after all attendees have exited the facility. All security arrangements are subject to the approval of the Houston Police Department, Special Operations Division.

### FIRST AID

The producer must provide certified first aid personnel (such as an EMT or nurse) throughout their event. They must be certified to administer CPR, to operate a defibrillator and, at a minimum, equipped with a first aid kit and medical supplies to treat foreseeable injuries. The first aid personnel must be in place 30 minutes before the time the event is open to attendees and 30 minutes after all attendees have exited the facility.

### CLEAN-UP

The producer is responsible for collecting, bagging, and removing all trash generated during their event. The property must be left in a broom-clean condition, including the sidewalks and other paved areas.

### INSURANCE

Producers are required to provide an insurance certificate at least **thirty (30) days** prior to their first contracted day.

- **Commercial General Liability** insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the facility, affording immediate protection to the limits of not less than \$500,000 per occurrence with a \$1,000,000 aggregate and including advertising injury and personal injury.
- Houston First Corporation and the City of Houston must be named as **additional insureds** on the policy.
- The policy must contain an endorsement **waiving any claim or right of subrogation** against Houston First Corporation and the City of Houston.
- The issuer of any policy shall have a certificate of authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class IV or better, according to the most current edition of Best's Key Rating Guide, Property/Casualty - United States.
- The certificate holder should be listed as follows:
  - Houston First Corporation**
  - Attn: Sales & Marketing Coordinator**
  - Wortham Theater Center**
  - 510 Preston St., 4th Fl.**
  - Houston, TX 77002**
- If you or your insurance representative have questions about the insurance requirements for use of our facilities, then please contact Diane Salinas at 713-250-3679 or by email at [diane.salinas@houstonfirst.com](mailto:diane.salinas@houstonfirst.com).

**EQUIPMENT - OUTDOOR VENUES ONLY**

Below is a list of our equipment rental rates. Please note that our equipment inventory sometimes varies. Please check with our Event Manager to verify equipment availability.

Barricades, Metal.....	\$ 9.00 each
Barricades, White Fencing.....	\$ 7.00 each
Tables.....	\$10.00 each
Chairs.....	\$ .50 each

If the tables and chairs located on Jones Plaza are required to be moved for an event, then a fee of \$15.00 for each table (including four chairs) will apply.

**FOOD & BEVERAGE – OUTDOOR VENUES ONLY**

**FOOD & BEVERAGE**

A City of Houston Health Department permit is required any time food and/or beverages are sold or given away to the public. Our Event Manager will guide you on the process of obtaining the permit(s). Food and/or beverages served during a private event typically do not require a permit from City of Houston Health Department.

Vendors must place protective covering such as drop cloth, tarp, plastic covering, Visqueen®, or cardboard under food preparation and serving areas, as well as under any equipment to protect paving material.

**ALCOHOL**

The producer must notify our Event Manager of any plans to sell or give away alcoholic beverages during their event. Only beer and wine are permitted. A temporary TABC permit and City of Houston Health Department permit are required for the distribution or sale of alcoholic beverages. Our Event Manager will guide you on the process of obtaining the TABC permit and Health Department permits. The producer must provide our Event Manager with a copy of their TABC license at least two days before their event.

**JONES PLAZA BISTRO**

The Jones Plaza Bistro is operated by a third-party food and beverage provider under contract with Houston First Corporation and may operate throughout any event open to the public.

Producers may request that the Jones Plaza Bistro be closed during private events for a buy-out fee of \$500 dollars per day.

**AMPLIFIED SOUND**

Amplified sound is allowed during the following hours:

- Monday through Friday, 11:00 a.m. – 1:00 p.m. maximum of 55 dB
- Monday through Friday, 5:00 p.m. – 10:00 p.m., maximum of 75 dB
- Saturday and Sunday, 10:00 a.m. – 10:00 p.m., maximum of 75 dB

With the exception of Jones Plaza, sound permits are only required when amplification will be over 68 dB from the nearest receiving property. Sound permits are not required at Jones Plaza.

**THEATER DISTRICT PARKING GARAGE**

**HOURLY PARKING**

*6:00 am – 5:00 pm, Monday – Friday*

0 to 10 min.	FREE
11 min. to 1 hour	\$3
1 hour to 2 hours	\$7
2 hours to 3 hours	\$9
3 or more hours	\$12
Maximum rate	\$12 per day
Lost ticket	\$12 per day

**EVENT PARKING**

*5:00 pm – 6:00 am, Monday – Friday, all day Saturdays & Sundays  
and all City of Houston observed holidays*  
\$10 payable upon entry

## CONTACTS

Booking	Diane Salinas	832-487-7021	<a href="mailto:diane.salinas@houstonfirst.com">diane.salinas@houstonfirst.com</a>
Event Manager	Pam Powers	832-487-7011	<a href="mailto:pam.powers@houstonfirst.com">pam.powers@houstonfirst.com</a>
GRB Convention Center Booking	Anita Robles	713-853-8033	<a href="mailto:arobles@visithouston.com">arobles@visithouston.com</a>
Root Memorial Square Park Booking	Anita Robles	713-853-8033	<a href="mailto:arobles@visithouston.com">arobles@visithouston.com</a>
Theater District Parking Garage	Reginald Randolph	832-487-7074	<a href="mailto:reginald.randolph@houstonfirst.com">reginald.randolph@houstonfirst.com</a>