

# Houstonfirst

## OUTDOOR VENUES

### HOLD REQUEST

#### LOCATION & DATE

##### Requested Space

Baker Common

Sabine Promenade

Jones Plaza

Fish Plaza

Sesquicentennial Promenade

##### 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):

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

**Ticketing**

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

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

*Licenseses 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 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