

# HOLD REQUEST



## DATES

### 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: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Event Planner (Main Contact, if different from above)

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

## VIRTUAL EVENT INFORMATION

Event Name: \_\_\_\_\_

Description of Event (this should be promotional in nature): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of performers and staff entering building:** \_\_\_\_\_

**Dressing Room Needs (# of people, quantity, specific needs, etc.):** \_\_\_\_\_

**Loading Dock Needs (dock in-use times, # of trucks/docks needed, etc.):** \_\_\_\_\_

Please note the loading dock is strictly for unloading and loading. Parking is not permitted on the dock.

## VIRTUAL TICKET INFORMATION

**Will tickets be sold to access the virtual content?**      **YES**      **NO**

If yes, please provide ticketing information including website, phone number:

\_\_\_\_\_

If not, please provide a description of how patrons can access your virtual content (website):

\_\_\_\_\_

## SCHEDULE

**DAY 1:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 2:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 3:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 4:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

**DAY 5:** \_\_\_\_\_ (date)

Load-in start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Load-out end: \_\_\_\_\_

### Wortham Center Rehearsal Studio Schedule

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

The Wortham's Rehearsal Room is a highly in demand space so if your event requires rehearsal studio time, please make that known here and we can let you know if the rehearsal studio is available. Additional fees to reserve this space will apply.

**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.**

Please check indicating your acknowledgment of the following before signing this document:

**My event will have no live audience and no one other than staff, stage crew, and performers will enter the building during contracted times.**

**I certify that I have read and understand the Theater Rental Rates and Rules & Regulations, Houston First Health & Safety Guidelines and all of the information contained herein is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Upon completion, return by email to: **diane.salinas@houstonfirst.com** 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.*