



**General Hours of Operation**

Sunday & Monday: Closed  
 Tuesday - Saturday: 10:00 am – 5:00 pm

**Contact Information**

2600 Live Oak St Dallas, Texas 75204  
 Phone: 214-671-0045 Fax: 214-670- 0633

**FACILITY REQUEST FORM Fiscal Year 2010/2011**

*Thank you for your interest in using the Latino Cultural Center for your **arts and cultural program**. All organizations or individuals requesting to hold an arts and cultural program at the Latino Cultural Center (LCC) must complete this form and submit it to the Events Coordinator. Please note that submission of this form **does not guarantee availability of space nor confirm dates** and that rental rates, fees and deposits may be required. Upon receipt of this form, LCC staff will review the request, review the facility calendar for availability of space; and inform the applicant of the status of the request. If dates are available, a facility rental agreement will be sent to the applicant for execution. Please note that due to the volume of requests for the use of the LCC, the availability of dates is limited and competitive.*

Please save the completed form with a filename such as "GROUPNAME REQUEST DATE" and email the completed form to the attention of the LCC Event Coordinator (Hortencia.rubalcava@dallascityhall.com). Then please mail the originals to LCC.

<b>Date Submitted</b>		<b>Organization</b>	
<b>Contact Person</b>		<b>Contact Person Title</b>	
<b>Organization Address</b> (include city, state and zip code)			
<b>Daytime phone</b>		<b>Evening phone</b>	
<b>E-mail</b>		<b>Emergency contact</b>	
<b>Organization website</b>			
<b>Does the organization have current 501(c)(3) nonprofit status?</b> <i>When your date is confirmed, we will need you to forward a copy of your IRS letter [e.g., 501(c)(3)] showing your organization to be nonprofit and tax-exempt. This is a requirement for receiving the reduced non-profit rental fee.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Federal ID Number</b>		<b>Is the organization funded or supported by OCA?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Purpose of the rental</b> (attach a separate sheet if needed). Please be specific.			
<b>Room Requested (Occupancy Limit)</b>	All rentals require a 4 hour minimum <input type="checkbox"/> Oak Farms Dairy Performance Hall (300) Nonprofit Rate: \$125/hr General Rate: \$400/hr <input type="checkbox"/> Outdoor plaza (400+) Nonprofits:\$200/hr General: \$400/hr <input type="checkbox"/> Theater lobby (60) (Fees may apply if used beyond theater rental hours) <input type="checkbox"/> Breezeway (20)- (subject to availability) Nonprofits: \$50/hr General: \$125/hr		
<b>Is the event open to the public?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Cost of event admission</b>			
<b>How will tickets be sold to the public?</b>			
<b>For LCC staff use only:</b>			
___ Core ___ Nonprofit ___ Commercial		Dates Available: ___ Yes ___ No	

**DATE REQUEST – Please include up to three choices**

<b>Choice # 1</b>	<b>Space Needed</b> (pull-down menu; select one)	<b>Date</b>	<b>Start Time</b> (select a.m. or p.m.)	<b>End Time</b> (select a.m. or p.m.)	<b># of Hours</b>
Load-In	Theater		a.m.	p.m.	
Tech Set-Up	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Load-Out	Theater		a.m.	a.m.	
<b>Choice # 2</b>	<b>Space Needed</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b># of Hours</b>
Load-In	Theater		a.m.	a.m.	
Tech Set-Up	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Load-Out	Theater		a.m.	a.m.	
<b>Choice # 3</b>	<b>Space Needed</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b># of Hours</b>
Load-In	Theater		a.m.	a.m.	
Tech Set-Up	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Rehearsal	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Performance	Theater		a.m.	a.m.	
Load-Out	Theater		a.m.	a.m.	

If catering is planned for this event, please note that the organization must provide a licensed caterer and/or a TABC licensed server for the event (no exceptions!). Organization must provide their own linens, utensils, etc. NOTE: A cleaning fee will apply for any events serving drinks or food.

Will food and/or beverages be served?     Yes     No  
 Will alcoholic beverages be served?     Yes     No

**A MANDATORY MEETING WITH THE TECHNICAL COORDINATOR & EVENT COORDINATOR IS REQUIRED BEFORE SIGNING THE CONTRACT TO FINALIZE YOUR EVENT.**

I understand that submission of this Facility Request Form does not guarantee the availability of space nor does it provide authorization or confirmation for the use of the LCC. I understand that if space is available, an official rental agreement outlining the terms of use will be sent to me; only after execution of the official rental agreement will the use of the LCC for this event be authorized. I have read and understand the Latino Cultural Center Rental Guidelines and Oak Farms Dairy Performance Hall Rules. I hereby agree to abide by these rules and understand that failure to do so will result in the loss of the privilege of using the LCC.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Latino Cultural Center Technical Request Form**

**Theater Hours of Operation:** Tuesday & Wednesday 10 a.m. to 5:30 p.m. or Thursday - Saturday 3 p.m. to 10:30 p.m.

**Technical Coordinator:** Sam Saenz Phone: 214-671-0048  
E-mail: Samuel.saenz@dallascityhall.com

**EQUIPMENT AVAILABLE FOR A FEE**

Equipment	Quantity Available	Check if Needed	Quantity Needed	Replacement Cost
<b>Audio</b>				
(6) Shure Wireless Lavalieres or Hand-held Microphones.	\$25.00 ea per day			\$600.00 ea
(1) Mobile Sound System – CD Player, 16 Channel Behringer Mixer, 31 Band Stereo EQ, and Speakers	\$200.00 per day			\$3,000.00
<b>Video/Visual</b>				
(1) Mitsubishi Projector (4000 lumens)	\$100.00 per day			\$9,500.00
(1) Large Projection Screen (front or rear projection)	\$50.00 per day			\$1,900.00
<b>Flooring</b>				
(1) Marley Dance Flooring	\$150.00 per day			\$4,500.00

**EQUIPMENT AVAILABLE AT NO ADDITIONAL COST**

Equipment	Quantity Available	Check if Needed	Quantity Needed	Replacement Cost
<b>Audio</b>				
Wired Vocal Mics	6			\$120.00 ea
Wired Instrument Mics	4			\$300.00 ea
CD Player	1			\$800.00
Clear Com Communication System (all wired – no wireless)	4			\$450.00 ea
Portable PA System (Two Speakers, Mixer/Amp, Two Speaker Stands and one microphone.) <b>Not for use in Oak Farms Performance Hall (Theater).</b>	1			\$1000.00
<b>Video/Visual</b>				
31" TV on rolling stand with VCR	1			\$800.00/200.00
DVD Player	1			\$350.00
Small Projector with 6'x 4' Screen	1			\$1,000.00/800.00
<b>Lighting</b> <b>Oak Farms Performance Hall Use Only (Theater)</b>				
Lighting Instruments	1			\$300.00 ea
ETC Expression III Lighting Console	1			\$13,000.00

## Latino Cultural Center Rental Guidelines

The following rules have been established for the safety and protection of the public and our facility and to ensure that audiences have a positive experience attending an event at the LCC. The rental agreement will include these rental guidelines as required terms for the use of the space.

1. Lessee / User Organization must provide a team of trained staff or volunteers to assist with set-up and load-out, as ushers, ticket-takers, light designers, and backstage managers. Lessee / User Group will be required to provide trained professionals for spotlight operators, sound system technicians and electricians as necessary for the technical needs of the production.
2. Sale of alcohol and cash bars are NOT permitted at the LCC.
3. Lessee / User Organization must submit a TABC license and food permit(s) to the LCC if food or alcohol will be served prior to the event. Caterers are expected to remove equipment in a timely manner.
4. The Lessee / User Organization is responsible for leaving the facility clean of all trash. All debris and trash must be collected and properly disposed of. Failure to do so will result in additional fees.
5. The LCC does not allow any fundraising events or activities on the premises.
6. Please note that no replica of the LCC logo is authorized for use by any renting party or on any promotional material. Lessee / User Organization may not utilize the LCC logo unless advanced written approval is provided by the LCC.
7. Any event programming or promotional media must be approved in advance by LCC. Lessee / User Organization may not state or imply in its promotional materials that their program or event is a production, presentation, partnership or collaboration with the LCC or a program of the LCC. At its sole discretion, the LCC will include information about the Lessee / User Organization event in its monthly electronic newsletter, as long as the Lessee / User Organization provides the LCC with detailed information in a timely fashion. The LCC reserves the right to edit, condense, re-write any text provided. However, the LCC is not responsible for the promoting of third party events.
8. The Oak Farms Dairy Performance Hall is the official name of the theatre and should be referred to as such in all promotional collateral and references made during the event.
9. The LCC is a City of Dallas facility, smoking is not allowed on the premises.
10. Weapons and firearms or any kind are prohibited on LCC premises. Peace officers and/or certified law enforcement personnel are exempt.
11. *Nothing* may be placed on any object of art, walls, ceilings, doors, windows or casings. The Lessee / User Organization will be charged additional fees for any unauthorized wall mounts or any damage to LCC facilities.
12. The LCC has a food staging and storage facility (not a full kitchen) available to clients renting the Oak Farms Dairy Performance Hall and Lobby at no additional charge.
13. Food and drinks are never permitted in the Oak Farms Dairy Performance Hall.
14. Tables and chairs provided by the LCC are not authorized for outdoor use.
15. At least one LCC staff member will be present at all functions, including set-up, during the event and load-out/strike-out. Staff O/T will be billed to the Lessee / User Organization.
16. The LCC has 74 parking spaces; valet parking is encouraged for larger events.
17. The LCC reserves the right to schedule multiple bookings for a venue on any single day when the second event does not interfere with primary Lessee / User Organization's event booking.
18. **Cancellations** of reservations more than six months prior to event will not incur any penalties. Cancellations 3-6 months prior to the event will be charged 50% of rental agreement, cancellations 1-3 months prior to the event will be charged 75% of rental agreement and cancellations 0-1 month prior will be charged 100% of rental agreement.
19. Payment of contract rental fees is due no later than 30 days prior to the initial date of the rental period. For any additional charges that are billed after the event (extra hours, additional O/T incurred), please note that **full payment is due five (5) business days after the final performance.**

20. The total rental amount will reflect arrival time by Lessee / User Organization to set up/tear down and/or load in/load out.
21. The LCC does not assume any responsibility for any property placed in the facilities.
22. The Lessee / User Organization is required to purchase insurance that covers LCC premises, operations and event therein for the time frame of the rental period for the amounts stipulated in facility rental agreement for any rental or event that includes an *audience* of any type (please refer to the appropriate section of the contract for insurance requirements).
23. All arrangements for set-up must be made 30 working days prior to the event. A meeting with both Latino Cultural Center's Technical and Event Coordinators is mandatory prior to event.
24. The LCC Staff and/or volunteers reserve the right to head count attendance to help evaluate ticket sales.

## Rules For The Oak Farms Dairy Performance Hall

1. No "breaking the Main curtain line". Once the house is open no one is allowed to go from the house to backstage or from backstage to the house regardless if the Main Curtain is closed or not. Everyone needs to be in place and ready to go prior to house opening. No exceptions.
2. No one is allowed to go behind or to touch the Cyc. If a performer needs to go from one side of the stage to the other they must use the back hallway. Touching of the cyc causes discoloration and could even tear the Cyc. **PLEASE DO NOT TOUCH THE CYC.**
3. Lessee / User Organization is responsible for having their own stage manager for all performances, rehearsals, and at anytime a group is occupying the space. The stage manager **MUST** be located either Stage Left or Stage Right (not from the front of house or in the booth) and must be on headset. If the person calling cues needs to be in the booth, a separate person that the company/renter is responsible for providing **MUST** be backstage. The stage manager is responsible for assuring that all members of the company follow all LCC rules.
4. **No last minute or "day of" technical changes.** Technical details and final requirements must be pre arranged with the Technical Coordinator of LCC and must be communicated in writing (e-mail, written requests, etc.). Any needs that suddenly arise on the day of a production/event are subject to approval by the Technical Coordinator of the LCC and are not guaranteed.
5. No watching a performance from the wings. Once a person/group is done with their number/performance they must go either to the dressing rooms or to the green room. The only performers allowed in the wings are those that have just exited the stage or ones that are within **five minutes** of making an entrance.
6. Children must be supervised at ALL times. For every 6 children involved in an event the Lessee / User Organization is responsible for having 1 chaperon. These chaperones are responsible for making sure that all children are well behaved and follow ALL rules of the LCC.
7. Any safety concerns a Lessee / User Organization has (i.e. unsecured trip hazards, obstacles in the wings, etc.) must be **immediately** reported to the Technical Coordinator.
8. A list of technicians, performers, and anyone involved in a production must be given to the Technical Coordinator no later than 24 hours prior to the first rehearsal. **ABSOLUTELY NO ONE** is allowed backstage that is not on this list. This list may not include anyone who is not immediately connected with the production. There will be no friends, audience members, parents, or "guests" backstage unless they are immediately involved with the production. If there is any discrepancy about who is immediately involved with the production (either already on the list or not) LCC Staff will determine if they are allowed backstage or not. Any person not on the list or who is asked to leave must do so immediately and the Lessee is responsible for assisting the LCC with the removal of the individual ('s). This is to ensure the safety and security of all performers/company members and LCC staff.
9. Lessee / User Organization is responsible for providing *qualified technicians* to operate all sound, lighting and video equipment. If audio and lights are to be used during a production the Lessee / User Organization is responsible for supplying capable/trained technicians to run these elements. These technicians must have prior legitimate knowledge of all equipment.
10. If at any point the Technical Coordinator of the LCC deems that a person is not capable of handling the equipment in a safe, professional manner, the technician must be replaced by the Lessee / User

Organization. The Technical Coordinator may run a technical aspect of a performance based on the complication of a production, time of rehearsals, and technical need. The use of the Technical Coordinator as a technician for a production is at the discretion of the LCC.

11. Respect all equipment and the facility at all times.
12. Per City of Dallas Ordinance: smoking is not permitted inside the building, however smoking is permitted on the loading dock. Please dispose cigarette butts in the ashtray located in loading dock area.
13. No food/beverages are allowed in the house, on stage, back stage, box office, and sound/light booth. Cast and crew may eat in the greenroom, with the understanding that you will clean up afterwards.
14. If the organization expects more than 200 people at an event, we recommend reserved seating rather than general admission. The LCC reserves the right to require reserved seating for events when crowd control may pose a public safety concern.
15. The LCC is not liable for, theft or damage to items related to the production or to any personal items. Please make sure that all items are secured prior to leaving the theatre. Lockers are provided for personal use; however, it is the user's responsibility to provide his/her combination lock. Inspection of locker rooms will be conducted at random by LCC staff and any discrepancy will be documented.
16. The facility will be opened and closed by LCC staff. Keys will not be issued to any individuals, organizations or groups.
17. Lessee / User Organization is responsible for paying the LCC the Replacement Costs for any and all equipment that is lost or damaged.
18. All rentals are subject to the LCC Technical Specifications and Usage Agreement outlined in this packet.
19. **House doors must be open at least 15 minutes before announced show time, and patrons must be allowed sufficient time to find their seats.** Lessee / User Organization must provide volunteers/staff to usher patrons and collect tickets in a timely manner. The theater seating capacity is 300 and must be respected at all times. Adding seating via chairs or standing room is against fire safety regulations and will not be tolerated.
20. Note: A mandatory appointment with LCC Technical Coordinator must be scheduled a minimum of 30 days prior to any event. Technical support can not be guaranteed should you not adhere to these conditions.

I have read and understand the Latino Cultural Center Rental Guidelines & Oak Farms Dairy Performance Hall Rules. I hereby agree to abide by these rules and to ensure that all representatives of my organization are informed and abide the rules. I understand that an LCC staff member will be on duty at all times reinforcing such guidelines. I understand that failure to abide by these rules will result in the loss of the privilege of using the LCC.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_