



Waco Hippodrome

Rental Application

724 Austin Ave. 254-752-7745 Phone
Waco, TX 76701 254-752-9806 Fax

Renter Information

Name of Organization _____
Contact(s) _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Cell _____ Email _____

Are you a 501(c)3 non-profit organization? (Verification required.) **Yes No**
Fed Tax ID _____

Event Information

Event Name _____
Event Description _____
Date(s) of Event _____ Expected Attendance _____
Load-in Time _____ Load-out Time _____
Rehearsal/Sound Check Time _____
House Open time _____
Event Start Time _____ Event End Time _____
Length of Act I _____ Length of Act II _____ Other Acts? _____

Will there be an intermission? **Yes No** If yes, how long? _____

Is this a ticketed event? **Yes No**

Circle One: **General Admission Reserved Seating**

Will tickets be sold at any location other than the Hippodrome? **Yes No**

When can "Late Arrivals" be seated? _____

Please list any activities **BEFORE / AFTER** the event (e.g. reception, autographs):

Approximate duration of peripheral events? _____

Please specify location: **Lobby / Park**

Will you be providing ushers? **Yes No** How many? _____

What time do you expect the last person from your organization to leave the premises? _____

Will photographs, recordings or videotaping be allowed during your event? **Yes No**

Will merchandise be sold at the event? *(All merchandise sold is subject to a 20% fee.)* **Yes No**

If Yes, what will be sold? _____

Who will sell these items? _____

Will you require any tables/displays in the Theatre lobby? _____

How many of each? _____

Will you require use of the dressing rooms? **Yes No**

Technical Information

Technical Contact:

Name _____ Phone _____

Email: _____

Will you be requiring production laborers? **Yes No** How many? _____

Will you be providing production laborers? **Yes No** How many? _____

Will you require use of our ClearCom headsets? **Yes No**

Will you be hanging anything from our battens? *(Backdrops, props, banners, etc.)* **Yes No**

Included Equipment/Services:

Additional Equipment/Services (extra charge)

Stage Lighting

Sound System/P.A.

Microphone(s) How many? _____

Backstage Tables How many? _____

Chairs on stage? How many? _____

Production Laborers? ___ How many? ___

Spotlight

Piano

Insurance Information

Special Event Insurance may be purchased from Browder Insurance Company in Waco at 776-1582.