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**General Hours of Operation**

Sunday & Monday: Closed

Tuesday, Thursday & Friday: 1:00 pm –9:00 pm

Wednesday & Saturday: 9:00 am- 5:00 pm

**Contact Information**

Daniel Hanchett, Performing Arts Coordinator

3400 S. Fitzhugh Dallas, TX 75210

Phone: 214-939-2787 Fax: 214-670-0315

E-mail: [daniel.hanchett@dallascityhall.com](mailto:daniel.hanchett@dallascityhall.com)

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## SOUTH DALLAS CULTURAL CENTER FACILITY RENTAL REQUEST



The South Dallas Cultural Center (SDCC) will assist you and your group/organization in every way possible to make your event a successful one.

The South Dallas Cultural Center is available for cultural and arts events only. SDCC is not available for weddings, wedding receptions, birthday celebrations or graduation parties.

Space at SDCC will not be approved for simultaneously occurring events/programs. Please be aware that once a season is booked, there is very limited space for other events. Events sponsored by the South Dallas Cultural Center or in partnership with other entities will take priority on the master calendar and no other event/programs will be scheduled on dates of Center activities.

We ask everyone to please be respectful of the artistic and cultural emphasis of the South Dallas Cultural Center and refrain from touching, moving or otherwise disturbing artwork or the structures they may be attached onto.



## South Dallas Cultural Center Facility Rental Rates

Space	Standard	Non-Profit (501c3 required)	Co-sponsored Event
Black Box (110)	\$150/hr	\$100/hr	\$50/hr
Lobby (60)	\$100/hr	\$50/hr	\$25/hr
Gallery (75)	\$100/hr	\$50/hr	\$25/hr
Dance/Art Studio (60)	\$50/hr	\$25/hr	\$15/hr
Rehearsal Multi-Space	\$25/hr	\$25/hr	\$25/hr

Numbers written below space denotes capacity both standing room and formal sit down style.

Please note that payment is due for the total amount of the rental contract 10 working days prior to the performance, meeting or activity date. Clients that have unpaid balances will not be allowed to hold a scheduled event; will not be allowed to schedule future activities; and are subject to have previously booked reservations cancelled.

Rental payments for OCA Funded Organizations must be paid within 30 days of the close of the performance or event. For multiple performances, rental payments must be paid within 30 days of the close of the final performance.

Payments will be accepted by check, cashiers check or money order.

# FACILITY REQUEST FORM

**Rental approval must be signed at least six (60) days prior the event.**

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. All individuals or organizations requesting to hold a cultural program at the South Dallas Cultural Center (SDCC) must complete this form and submit it to the Performing Arts Coordinator. Programs will not be considered without the submission of a completed and signed Facility Request Form. Please be sure to fill out the form in its entirety. Incomplete submissions will not be processed.

Date Submitted		Organization	
Contact Name		Contact Title	
Address (Street/City/State/Zip)			
Daytime Phone Number		Evening Phone Number	
Fax Number		E-Mail Address	
Date(s) Requested (Please include THREE choices if possible)			
Preferred Date #1	Preferred Date #2	Preferred Date #3	
Time (Please allow for set-up and tear down)		Expected Attendance	
Purpose of Rental - (Please be specific, provide details AND attach an additional sheet if necessary – this includes any and all collateral material already designed)			
Mission statement of the organization			

Room Requested (Occupancy Limits):  
 Black Box Theater (110)   
 Lobby (60)   
 Gallery (Manger Approval) (60)   
 Dance Studio Room (60)

Catering:  
 If you plan to serve food or alcohol, you must supply **a licensed caterer and/or a TABC licensed server** for your event. **Client must provide their own linens.**  
 Will food and/or beverages be served?    Yes     No   
 Will alcoholic beverages be served?    Yes     No

**Seating/Signage – SDCC Theater Chairs are not allowed in the Lobby. No signage is allowed on any walls.**

SDCC can provide a limited number of 6 foot/rectangular tables and chairs for your events.

Please indicate your needs:  
 Tables (4 available) # \_\_\_\_\_   
 Chairs (, 60 available) # \_\_\_\_\_

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**Technical Specifications:**

Will you require special lighting and/or sound for your event?

Yes

No

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BEFORE SIGNING THE CONTRACT TO FINALIZE YOUR EVENT, A MANDATORY MEETING WITH THE  
Performing Arts Coordinator IS REQUIRED.

If your request can be accommodated, your event will be scheduled as a tentative event and a SDCC Facility Rental Contract & Policy Packet will be forwarded to you. Once the completed and signed packet is returned to the SDCC, your event will be confirmed.

\*\*The renter will not replicate the SDCC logo for any collateral material without prior consent.\*\*

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

Date: \_\_\_\_\_

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For SDCC staff use only:

\_\_\_\_ Partner

Availability of date: \_\_\_\_yes \_\_\_\_no

\_\_\_\_ Non-profit

\_\_\_\_ Standard



## Building Utilization Guidelines

All organization will be held responsible for adhering to the following rental guidelines.

**Please read carefully and initial items 1 to 22**

1. \_\_\_ No money will be refunded once received by the South Dallas Cultural Center.
2. \_\_\_ The client must provide a team of volunteers to assist as ushers, ticket-takers, with set-up, with load-out, light design and soundboard operators and backstage manager.
3. \_\_\_ If rental fee is being waived or if you are an OCA Funded Organization please use following phrase:  
**“Presented in partnership with the South Dallas Cultural Center”** No replica of the SDCC logo is to be used by any renting party on any promotional material.
4. \_\_\_ Sale of alcohol and cash bars are NOT permitted at the South Dallas Cultural Center.
5. \_\_\_ Prior to event client must submit a TABC license and food permit to the South Dallas Cultural Center if food or alcohol will be served. Caterers are expected to remove equipment in a timely manner.
6. \_\_\_ The client is responsible for leaving the facility in the manner of which it was found; all debris, bottles and trash must be collected and disposed of. Failure to do so will result in additional fees.
7. \_\_\_ The SDCC does not allow any sort of fundraising events / activities on the premises.
8. \_\_\_ The SDCC is a city facility, smoking is not allowed on the premises.
9. \_\_\_ Nothing may be placed on any object of art, walls, ceilings, doors, windows, and casings. If unauthorized or unsupervised hangings cause damage, the client will be charged additional fees.
10. \_\_\_ The SDCC has a food staging facility (not a full kitchen) available to all clients at no additional charge.
11. \_\_\_ Food and drinks are never permitted in the gallery.
12. \_\_\_ The SDCC's tables and chairs cannot be used outdoors.
13. \_\_\_ At least one SDCC staff member will be present at all functions, including set-up, during the event, and load-out/strike-out
14. \_\_\_ All arrangements for set-up must be made ten working days prior to the event.
15. \_\_\_ Carrying a firearm on SDCC premises is prohibited. Peace officers and/or certified law enforcement personnel are exempt.
16. \_\_\_ The SDCC has 60 parking spaces; larger events are encouraged to provide valet parking.
17. \_\_\_ The SDCC reserves the right to schedule multiple bookings for a venue when the second venue does not interfere with primary client's booking.
18. \_\_\_ **A \$50 non- refundable deposit is required before event is placed on the calendar. Payment for rental is due for the total amount of the rental contract 15 working days prior to the event.**
19. \_\_\_ The South Dallas Cultural Center shall assume no responsibility for any property placed in the facilities. Any usage of the facilities that includes an audience of any type requires the client to purchase insurance which covers the premises, operations and event therein for the time frame of the rental period in the amounts stipulated in facility rental agreement.

20. Location of event:  
 Theater  
 Lobby  
 Gallery  
 Dance Studio

22.  A meeting with the Performing Arts Coordinator is mandatory.

I have read and understand the South Dallas Cultural Center Building Utilization Guidelines and I'm aware of my responsibilities and agree to be bound by the terms and conditions of this lease.

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Renting Organization Executive Director                      Date

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Events Coordinator    Date

**Note: Please date and initial items 1 to 21**



## South Dallas Cultural Center Technical Request

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### Equipment Available (No Additional Cost):

<u>Equipment</u>	<u>Available Audio</u>	<u>Quantity Needed</u>	<u>Quantity Needed</u>	<u>Replacement Cost</u>
Wired Vocal Mics	2		<input type="checkbox"/>	\$120.00 ea
Wired Instrument Mics	4		<input type="checkbox"/>	\$300.00 ea
Wireless Mic	1		<input type="checkbox"/>	\$400.00 ea
Cassette Player	N/A		<input type="checkbox"/>	
CD Player	1		<input type="checkbox"/>	\$800.00
Portable PA System (Two Speakers, Mixer/Amp, Two Speaker Stands and one microphone.	1		<input type="checkbox"/>	\$1000.00
<b>Video/Visual</b>				
TV on rolling stand with VCR/DVD Player	1		<input type="checkbox"/>	\$800.00/200.00
Dell Projector <b>(For Rent)</b> \$50.00 per day	1		<input type="checkbox"/>	\$3000.00
<b>Lighting</b>				
<b>Black Box Theater Use Only (Theater)</b>				
Lighting Instruments	50		<input type="checkbox"/>	\$300.00 ea
ETC Expression III Lighting Console	1		<input type="checkbox"/>	\$13,000.00

**Client is responsible for paying the South Dallas Cultural Center the Replacement Cost for any equipment that is lost or damaged.**

**Client is responsible for providing qualified technicians to operate all sound, lighting, and video equipment.**

**All rentals are subject to the SDCC Technical Specifications and Usage Agreement contained in this packet.**

**Note:** A **mandatory** appointment with Daniel Hanchett, Performing Arts Coordinator must be scheduled a minimum of 30 days prior to any event. Should you not adhere to this condition technical support cannot be guaranteed.

**Comments:**

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Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tech Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **RULES FOR THE BLACK BOX THEATER**

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 should be in place and ready to go **prior** to house opening. No exceptions.
2. No one is allowed to touch the projector screen. Touching of the screen causes discoloration and could even tear it.  
**PLEASE DO NOT TOUCH THE SCREEN.**
3. Each group is responsible for having their own stage manager for all performances, rehearsals, and at anytime a group is occupying the space. 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 SDCC rules.
4. No last minute or "day of" technical changes. Technical details and **final** requirements must be pre-arranged with the Technical Coordinator of SDCC 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 SDCC and are not guaranteed.
5. Children must be supervised at ALL times. For every 6 children involved in an event the company/renter 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 SDCC.
6. Any safety concerns a company/renter has (i.e. unsecured trip hazards, obstacles in the wings, etc.) must be **immediately** reported to the Technical Coordinator.
7. A list of technicians, performers, and anyone involved in a production must be given to the Technical Coordinator before all events. **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) the Staff of the SDCC 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 company/renter is responsible for assisting the SDCC with the removal of the individual ('s). This is to ensure the safety and security of all performers/company members and SDCC staff.
8. If audio and lights are to be used during a production the company/renter is responsible for supplying **capable/trained** technicians to run these elements. These technicians must have prior legitimate knowledge of all equipment. If at any point the Technical Coordinator of the SDCC deems that a person is not capable of handling the equipment in a safe, professional manner, the technician must be replaced by the company/renter. 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 SDCC.
9. Respect all equipment and the facility at all times.



## INFORMATION FOR SDCC

**1. Name of Organization**

\_\_\_\_\_

**2. Name/phone/email of contact person**

\_\_\_\_\_

**3. Detailed description of event**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Dates of rehearsals**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Times of rehearsals**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Dates of performances**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time of performances**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Ticket prices**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**7. Phone numbers for the public**

Reservations \_\_\_\_\_  
Information \_\_\_\_\_

**Please fax all the pages to 214-670-8118 with information to the attention of Daniel Hanchett, or mail the originals to SDCC.**

Print Form