

JUBILEE THEATER – 1319 N. 15th
MISSION WACO FACILITY USE:
SPECIAL EVENTS - POLICIES AND FEES

REQUIREMENTS

- The Office Coordinator must receive a completed “**Facility Use Form – Jubilee Theater**” and deposit(s) (as required) before reservations are confirmed.
- **Additional for Jubilee Theater:** In most cases, a Sound Technician (see JUBILEE THEATER section below for guidelines) must be selected and confirmed before the event date is confirmed.
- Mission Waco accepts no responsibility for **lost or stolen property** in the buildings or on the property.
- Mission Waco is a Christian non-profit organization and requests that all meetings, ceremonies, weddings, and events be held in a manner consistent with **Christian principles**.
- Alcoholic beverages, illegal substances, vulgar language, immoral or inappropriate behavior is not permitted in our facilities or on our properties at any time. Smoking is not permitted inside buildings. The user is responsible for supervising the behavior of event participants.
- Mission Waco Executive Director, Assistant Director, or other assigned staff must approve any **flyers or publicity** for public events held on Mission Waco properties **prior to publication or distribution** – please allow 3 working days for approval. (Wedding or birthday party invitations, etc. sent to personal family and friends, or meeting notices sent to your church or non-profit organization do not need prior approval.)
- Any **fees or ticket prices** charged to the public or participants of your event must be disclosed on your Facility Use Form.

FINANCIAL ARRANGEMENTS

- All required fees are listed below and must be paid in full at least **two weeks** prior to the event (see exceptions below -- deposit due at the time of reservation in some cases).
- Any deposits may be refunded if **cancellation notice** is given at least **two weeks** prior to the event.
- Checks may be made out to Mission Waco and marked “Facility Use – Fee (or Deposit)”. Send to Office Coordinator, Mission Waco, 1315 N. 15th Street, Waco, TX 76707.

1. JUBILEE THEATER

- \$200 deposit is due with signed Facility Use form to make reservation. Deposit will be refunded within one week after event if there was no breakage or damage done.
- All fees must be paid two weeks prior to usage or reservation is automatically cancelled.
- Seating capacity: 194 plus wheel chair seating.
- Special features: drop down screen; big screen projector with computer, VHS, and DVD/CD capacity; full-length curtain; outside neon marquee lights; sound system with 6 mics.

- The **Sound Technician** must be selected from a list approved by Mission Waco, and will be responsible for opening/closing the facilities, access to sound equipment/booth, operation of sound board/booth, and will be present for the event. They will be helpful to you due to their familiarity with sound system/equipment, the building and Mission Waco guidelines for building use.
- The user is responsible for the content of any events and for monitoring the behavior of participants in and around the theater and Jubilee Center.
- Notify Mission Waco ahead of time if food or drinks will be served. McLennan County Health District has restrictions on what can be served without presence of Food Service Manager. Catering arrangements can be made with Mission Waco's World Cup Café.
- The aisles to exit doors must remain clear at all times.
- Smoke/fog machines may not be used in the theater.
- **Base Rates** include one sound/light person during theater rental. NOTE: Rental time includes equipment removal time!

RATES FOR:	<u>REGULAR GROUPS</u>	<u>NON-PROFITS - CHURCHES</u>
Two hour rental (minimum)	\$180	\$150
Three hours	\$270	\$225
Four hours	\$360	\$300
Five hours	\$430	\$360
Six hours	\$500	\$420
Additional hours	\$70/hour	\$60/hour

- **Additional Rates – as applicable:**
 - **For events with more than 100 attendees: Security Guard** must be hired by group renting the facility. Proof of hiring required before event.
 - An additional **Sound Technician** is required if the event is such that the stage will be reset multiple times during the event (i.e. talent show, multiple bands, etc). Add \$20/hr to rates above for each additional Sound Technician, as agreed on with Mission Waco.
 - **Video Production Services are available for an additional fee.** 1-3 cameras, on-site DVD Production and Duplication available. (Call 254-495-5718 for more info.)