HOBBY CENTER FOR THE PERFORMING ARTS
SPECIAL EVENT INQUIRY

To better assist you, please complete the following information. Once the completed form is received at our office, we will contact you for further discussion. Thank you for your interest in the Hobby Center for the Performing Arts (HCPA).

COMPANY/HOST(S) ____________________________________________

EVENT NAME ________________________________________________

EVENT DATE(S) _____________________________________________

TIME: Start ___________________ End ___________________

ESTIMATED ATTENDANCE ________________________________

CONTACT __________________________________ PHONE ___________

FAX ________________

BILLING ADDRESS __________________________________________ EMAIL ___________________

EVENT TYPE (Please circle the type of event(s) you are considering)

Pre-Show Reception Intermission Reception Post-Show Reception Luncheon

Seated Dinner Buffet Dinner Cocktail Reception Meeting

Corporate Presentation Ceremony (Awards, etc.) Wedding Ceremony/Reception Other: ___________

EVENT LOCATION (Please circle the location(s) you are interested in)

Grand Lobby Gallery or Mezzanine Sarofim Hall/Stage Zilkha Hall/Stage

Zilkha Lobby Founders Club Ticket Lobby

Other: __________________

VENDOR SERVICES (Circle the services you are interested in)

Catering (Food/Staff) Bar/Beverages Tables/Chairs Linens Flowers/Décor

AV Equipment Entertainment Valet/Parking Security Event Planning

Ushers/Greeters Photography/Video Other: ________________

Would you like a pricing proposal sent to you? ____________ Send proposal via: E-mail Fax

Would you like to schedule a tour? ____________

How did you hear about HCPA? ____________________________ Have you attended an event at HCPA before? _______

If so, which event(s)? ______________________________________

ADDITIONAL EVENT NOTES/COMMENTS: ________________________________________________________________

A few things to know when considering HCPA for your event:

1) HCPA is responsible for booking all spaces except for Diana American Grill (on-site restaurant). The facility is only booked and/or confirmed when an agreement and deposits are received.

2) Spectrum Catering is the preferred caterer for the venue and holds the TABC liquor license. An approved vendor is available.

3) A 20% Event Services Fee will apply to all third-party catering services

4) Valet, self-park garage, security, EMT and house staff are available and will be contract by HCPA

Please return this completed form to SpecialEvents@TheHobbyCenter.org or fax to 713-315-2532. For more information, please contact Kirk Goodman, Director of Booking and Events, at 713-315-2512/Kirk@TheHobbyCenter.org or Brianne Richardson, Special Events Manager, at Brianne@TheHobbyCenter.org.