

# AT&T PERFORMING ARTS CENTER RENTAL GUIDELINES & PROCEDURES

## GENERAL INFORMATION

The AT&T Performing Arts Center (Center) is an arts complex comprised of the Margot and Bill Winspear Opera House, Dee and Charles Wylie Theatre, Annette Strauss Artist Square, and Elaine D. and Charles A. Sammons Park. All Center venues are owned by the City of Dallas and are operated and managed by the Dallas Center for the Performing Arts Foundation, Inc., a non-profit organization.

The physical address for the AT&T Performing Arts Center is:  
2403 Flora Street  
Dallas, Texas 75201

The mailing address for the AT&T Performing Arts Center's administrative office is:  
2100 Ross Avenue, Suite 650  
Dallas, Texas 75201

## GUIDELINES

These guidelines are provided for Center user groups which utilize any event rental spaces. Additional Center Guidelines may be adopted and enforced as necessary.

1. The Center does not allow any open flames such as candles in both indoor and outdoor spaces. The Center does allow LED or battery-operated candles. Also prohibited are pyrotechnics (e.g. sparklers, flares, floating balloons or lighter-than-air balloons).
2. Smoking is not permitted anywhere in the Winspear Opera House, Wylie Theatre or Strauss Square. Smoking is permitted in designated areas only of Sammons Park.
3. Animals (other than service animals) are not allowed in Center venues.
4. The possession and use of firearms is strictly prohibited in Center facilities, except for on-duty police officers.
5. A function may not in any way interfere with any other event or performance elsewhere at the Center. Guests and attendees must remain in the spaces reserved for their event.
6. With assistance from Center staff, an event layout will be created to be approved by Client and Center not less than one week prior to event.
7. Nothing may be affixed to venue interior or exterior walls, floors or architectural elements. Decorations or signs will not be placed in any rooms, hallways, lobbies or theaters in the venues without prior approval by the Center.
8. Upon request, the Center will provide Client with approved photos and maps that may be used by the Client for printed and on-line event collateral such as invitations, programs, etc.

9. The following services are provided exclusively by the Center: parking (including valet), security and public safety, custodial, utilities, and tour guides/docents. Standard custodial and utilities are included in rental usage fee. Security needs will be determined by Center based on event scope and will be charged to the Client at prevailing rates. Client has the option to pre-purchase self-parking or valet on behalf of guests at prevailing rates.

10. Wolfgang Puck Catering (WPC) is the exclusive caterer and concession provider for the Center. WPC is the liquor license holder for all Center venues and all alcoholic beverages must be provided through WPC.

11. The AT&T Performing Arts Center's furnishings and technical equipment are limited to the items presented in the technical specifications and are subject to availability. If the needs of the Client's event exceed the Center's available resources, it is the responsibility of the Client to arrange for these items through an outside vendor of their choice. These items include but are not limited to decorations, tables and chairs, and supplemental lighting, sound or video equipment. It is the responsibility of the Client to coordinate outside vendors with the appropriate Center staff for the event. The Center is pleased to communicate with outside vendors in order to assure proper delivery times and methods as well as the appropriateness and compatibility of technical equipment. Client is responsible for ensuring that all vendors comply with Guidelines

12. Damages to the venues caused by Client, its vendors and guests, or any other person not connected with the Center, will be the responsibility of the Client.

13. The Center is not responsible for any items brought onto the premises by Client. Clients (and its vendors) wishing to leave materials on the Center's property after the contract agreement time expires must seek approval from the Center. Storage, if permitted, will be at the Client's risk.

14. All persons involved with the set-up and strike of an event, such as florists, rental companies, etc. must notify the Center of dates and times of deliveries and pick-ups at least a week prior to the event. These persons are required to check-in at Security unless other arrangements have been made with the Center. The loading docks will be made accessible based on availability only to those companies who are authorized. Delivery addresses for each venue are as follows:

Winspear Opera House  
2403 Flora St.  
Dallas, TX 75201  
*(Loading dock off Woodall  
Rodgers service road)*

Wyly Theatre  
2400 Flora St.  
Dallas, TX 75201  
*(Loading dock off  
Jack Evans Blv.)*

Annette Strauss Square  
2328 Flora St.  
Dallas, TX 75201  
*(Loading dock off Woodall  
Rodgers service road.)*

### BOOKING PROCEDURES & PAYMENT

Bookings are the exclusive responsibility of the AT&T Performing Arts Center. For inquiries, please contact the Rental Sales Department at (214) 978-2850.

A booking is confirmed upon receipt of a signed contract and 50% deposit, with balance payable in full not less than 21 days prior to event. If Client chooses to cancel their event, the usage fee deposit is refundable on the following scale: deposit fully refundable on or before 180 days prior to event, 50% deposit refundable between 179 and 60 days prior to event; full deposit if forfeited less than 60 days prior to event.

### LIABILITY

Client is responsible for providing proof of Employer's Liability and Commercial General Liability Insurance, with Dallas Center for the Performing Arts Foundation and The City of Dallas with respect to the event.