

Leo J. Welder Center for the Performing Arts General Operating Guidelines

A.1. Scheduling Policy

The facilities of the Welder Center are available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions set forth in Operating Guidelines and Rental Agreements, according to the Booking Priority Schedule.

A.2. Reservations

To reserve Welder Center facilities, Client should submit a completed rental information sheet to Victoria College Director of Cultural Affairs, who will determine availability, calculate fees, and issue a rental contract and an invoice for ½ of rental fees and deposits. The requested space is "on hold" for seven days after issuance of invoice, pending VC receipt of invoiced amount. If the signed contract, appropriate deposit and rental payment is not received within seven days of invoice, the space will be made available to other potential Clients. Should an event be canceled due to no fault of the Welder Center after a deposit has been paid, the deposit will be forfeited. At the discretion of the Welder Center manager, reservations for lobby use only may not be confirmed until six weeks before event date.

A.3. Rental Agreements

Space reservation will be confirmed on the date that Victoria College receives the signed contract, deposit and ½ rental payment. Usage hours reflect actual hours in which Client has access to reserved space, including set-up and load-out by Client. The Welder Center agrees to complete in-house facilities event set up and basic house lighting and house sound set up (other technical set up excluded) no later than the starting time of Client's usage hours. Additional technical set up will begin at the starting time of Client's usage hours. Usage hours granted shall not be extended for the occupancy or use of the Welder Center premises or for the installation or removal of equipment without the permission of Welder Center management. **Additional usage hours shall incur additional charges.** Additional usage hours negotiated prior to 24 hours before said usage will be billed at the schedule of charges current at the time of rental; if negotiated within 24 hours of usage, additional usage hours will be billed at twice the schedule of charges current at the time of rental.

A.4. Insurance

Client shall carry comprehensive general liability insurance, with minimum limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury and One Million Dollars (\$1,000,000) for property damage. All policies shall include Victoria College as additional insured, contain cross-liability and severability of interest endorsements, and state that the insurance is primary insurance as regards any other insurance carried by Victoria College or any other Indemnitee. **At least seven (7) days prior to your event, Client shall furnish to the Welder Center a certificate of insurance** indicated that such coverage is in effect, naming Victoria College and all other Indemnities as additional insureds, and providing that the policy may not be cancelled or amended without 30 days advance written notice to Victoria College. If you use an **outside vendor, contractor, or service provider to provide any service on Welder Center premises, the vendor, contractor or service provider must also carry insurance type and minimum limits as listed above. Failure to provide Insurance will result in cancellation of usage and forfeiture of all fees.**

A.5. Use of the Leo J. Welder Center for the Performing Arts' Name

All ads must prominently state that the event is being presented by the Client. In all advertising and promotion for Client's event, the Leo J. Welder Center for the Performing Arts name is to be used as a LOCATION ONLY. Reference to the facility must be used as follows in all print, radio, television and film materials:

Leo J. Welder Center for the Performing Arts

Client may only shorten this name in print, press releases and advertising materials after the full name has been utilized. Client then must refer to the name in print as "Welder Center." Client shall not abbreviate the name of the center in any way other than described. When promoting the event on air, after the full use of the name is utilized, client may refer to the center as "Welder Center."

- The Welder Center's logo may not be used except with express permission from Welder Center management.
- Welder Center may not be indicated at the top of the publicity piece in title-style (such as "Appearing at the Welder Center")
- Event location should be indicated near the phone number and font size for the Welder Center must be no larger than the font size used for the phone number of where to call for tickets. Reference must read in a manner as follows: "Presented at the Leo J. Welder Center for the Performing Arts" or "For tickets call 361.570.TKTS." If different wording is used, permission from Welder Center management must be sought and granted before use. Victoria College and/or Leo J. Welder Center for the Performing Arts may not be listed as a sponsor of the event without express written consent of sponsorship by Victoria College Marketing Department or their assignee.

A.6. Signs and Posters

All publicity material displayed at Welder Center must be approved by Welder Center management. In order not to damage the building or any displayed artwork, posters, signs, or other publicity material may not be displayed at the Welder Center (interior and/or exterior), except when hung on designated bulletin boards, marquees and with approval from Welder Center management. Reasonable promotional material may be left on the publicity shelves in the main lobby next to the Box Office. Rental Agreement at the Welder Center does not guarantee the availability of an outdoor marquee display case. On some occasions, an outdoor display case may be available for the promotion of your event. Please contact Welder Center management for availability. You must contact Welder Center management for approval of ALL publicity material that will be displayed at Welder Center.

A.7. Ticketing and Box Office Services

The Welder Center ticketing and box office services are exclusive. All ticketed events held at the Welder Center must be ticketed through the Welder Center ticketing system. Refer to the Box Office Policies for services and fees.

A.8. Concurrent Use

It is understood and agreed that Rental Agreements do not grant exclusive use of the Welder Center to Clients. Rental of the Performance Hall does not grant exclusive use of the Welder Center lobby to Clients. Welder Center management reserves the right to coordinate and adjust as required event start times in order to minimize audience overlap in start, intermission and end times of concurrent events.

A.9. Clean-Up Responsibility

Client agrees to leave all Welder Center facilities in the same condition as existed at the time Client took possession. Welder Center will provide normal pre- and post-event cleaning services, however, any additional charge incurred because Welder Center management finds, in its sole discretion, that the facility was not left in the same condition as it was let will be borne by Client. Costs for custodial services during reservation, and between performances in the case of two or more performances on the same day, shall be paid by Client. Trash only may be disposed of in the Welder Center dumpster and receptacles; hazardous waste (including paint and batteries), sets, and props must be removed from premises by Client. Client shall be responsible for any and all damages to the Welder Center facilities caused by acts of the Client, Client's agents, employees, or attendees of Client's event.

A.10. Catering

Client may make arrangements for catering with an outside licensed caterer to bring in food and drinks for a reception or meal which is directly associated with an event for which a Rental Agreement has been issued. The Victoria County Health Department regulations prohibit service of food and beverages prepared in other than licensed kitchens. The Welder Center does not offer catering services. Caterers that will prepare or serve food on Welder Center premises must sign and abide by Catering Guidelines; in the case that food is delivered by a caterer, but not prepared or served by that caterer on site; Client must sign and abide by Catering Guidelines. ***Insurance requirements listed in A.4. apply.***

A.11. Alcohol Service

Victoria College holds the TABC location license for beer and wine sales at the Welder Center. A Request to Serve Alcohol form must be completed for all events serving alcohol outside of the parameters of the location license. Client must notify Welder Center management at the time the Usage Agreement is delivered to Victoria College that Client intends to serve alcohol at Client's event, and subject to the conditions and restrictions herein. Victoria College reserves the right to deny the request of Client to serve alcohol at Client's event for any reason. Any alcohol distributed at Client's event must be distributed in accordance with federal, state and local law. Client is required to provide TABC seller/server certified servers, or paid personnel provided by licensed caterer to dispense alcohol. No alcohol may be served or taken outside of the facilities other than allowed by local ordinances. No kegs of beer may be brought onto the Welder Center property unless a written exception has been obtained from Welder Center manager prior to the event. No alcohol may be served to a minor or intoxicated persons. If alcohol is served at Client's event, Victoria College requires Client to contact VC Police to discuss and schedule security personnel for the duration of the event. Client is responsible for paying security personnel directly. Client and the Welder Center agree that Victoria College & Welder Center has no responsibility for any property damage or bodily injury resulting from any act or omission on the part of the Client or Client's attendees due to alcohol consumption. Victoria College is not responsible in the event alcohol is served to a minor if alcohol is served by Client. Any regulation of alcohol consumption at Client's event is the sole responsibility of Client, and must be in accordance with all local, state and federal regulations. Client agrees that Client will indemnify, defend and hold harmless Victoria College from any claims, damages, loss or expenses, including, without limitation, attorney's fees, arising out of any incident relating to or in any way arising from the serving of alcohol at Client's event or involving the possible intoxication of any attendee at Client's event.

A.12. Parking

Welder Center does not control, nor can it reserve parking for Clients or the staff and patrons of Clients. Parking for

patrons of Welder Center events is available in the One O'Connor Plaza's parking garage after 5pm Monday through Friday, and on weekends. Parking in the law firm parking lot located behind the Welder Center is not available between the hours of 8:00 am and 5:00 pm, Monday – Friday. Parking in this lot may be restricted at any time. Trucks, buses, vans, or other vehicles associated with an event that require access to the Welder Center loading dock will be met and directed by Welder Center staff as coordinated and agreed upon. Unauthorized vehicles in the loading dock are subject to towing at the owner's expense. Parking is not permitted in red fire zones. Vehicles in these areas are subject to towing at the owner's expense. Spaces on Main Street should be utilized for box office patrons during regular hours and by patrons attending the Client's event. Main Street parking should not be utilized by Clients, Welder Center tenants, or Victoria College staff.

A.13. Entering the Welder Center

Client and their event participants (not the audience) should enter using the Stage Door entrance, off Liberty, during the contracted times of the Client's event. Client must provide appropriate personnel if controlled access at the stage door is required. During load-in and rehearsals, participants may not utilize lobby areas except to set-up event activities. Lobby doors will be unlocked for audience entrance at the time stated in Client's rental information sheet. All productions involving child participants should manage safety of children through a sign-in/sign-out process approved by Welder Center management.

A.14. Recording, Broadcasting and Camera Usage

No event presented in the Welder Center may be broadcast, video-taped, recorded, or otherwise reproduced without the consent of Welder Center management. In the event that consent is granted, the Client shall ensure that the Welder Center receives proper audio and/or video credit, i.e. "Recorded live at Victoria College's Leo J. Welder Center for the Performing Arts, Victoria, Texas." Rebroadcast rights must be approved through Welder Center. Welder Center Technical Director or technician on duty shall have the final word on placement of cameras and other equipment. All aisles must be kept clear and unobstructed of camera tripods and/or placement. Client should consider designating certain reserved seats for camera tripod placement.

A.15. Obstructions and Damage

No portions of doors, aisles, sidewalks, entrances, passages, vestibules, halls, elevators, or means of access to public spaces of the Welder Center facilities shall be obstructed or caused to be obstructed by Client or caused to or permitted to be used for any purpose other than ingress or egress to and from the Welder Center and its premises. Fire monitoring equipment shall not be disabled and firewall doors shall not be obstructed from closing or latching without prior, documented permission from Fire Marshall; violations may result in fines for which Client will be responsible. The doors, stairways or openings that reflect or admit light into any portion of the buildings, including the hallways, corridors, passages and house lighting attachments, shall in no way be obstructed by Client. The Welder Center furniture will not be removed or relocated for Client's event unless prior permission by Welder Center staff is granted at the time the Usage Agreement is finalized. Client shall pay for any damage by Client resulting from the misuse of any devices or equipment belonging to the Welder Center.

A.16. Smoking

Smoking is prohibited in all Victoria College facilities. E-cigarettes are not allowed in the Welder Center.

A.17. Lost Articles

Welder Center staff shall have the sole right to collect and have custody of articles left at the conclusion of a performance/event. Lost articles will be stored in Welder Center offices. Where lost articles can positively be identified to be the property of a patron or a Client or his employee, Welder Center staff will make every effort to reunite such articles with their owner. Welder Center will not be responsible for incurring any costs for returning such articles. After seven days, all unclaimed articles shall become the property of Welder Center to keep or dispose of as staff sees fit.

A.18. Storage

The Welder Center will not accept any shipped goods unless prior arrangements have been made with the appropriate staff. In the receipt, handling, care or custody of property of any kind delivered to the Welder Center for or by a Client, Welder Center staff shall act solely for the accommodation of said Client. Neither Victoria College, nor its staff, shall be liable for any loss, damage or injury to such property. A fee of \$30 per item per day will be charged for items delivered before Client's stated usage time, or left on Welder Center premises after stated usage time. This fee may be reduced or waived at the sole discretion of Welder Center management.

A.19. Animals

Animals, other than those required by persons with disabilities, will not be allowed in the Welder Center facilities for any reason other than for use in a production as required by a script. In the event animals in any number are required for a production, such animals will only be allowed in the Welder Center for such time as they are required to participate in any

rehearsals or performances and renter assumes the full responsibility of the animal(s).

A.20. Lodging

Client or any person or persons claiming to be acting for Client are prohibited from using the Welder Center facilities as overnight lodging accommodations.

A.21. Licenses and Fees

Clients shall obtain all permits and licenses required by the laws, ordinances, rules and regulations, referenced above, for Client's event, including licenses to perform all copyrighted material. Client is responsible for all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights used or incorporated in Client's event. Client shall indemnify, defend and hold harmless Victoria College from any claims or costs including legal fees which might arise from the questioning of use of any such material as described above. Victoria College shall, either prior to or subsequent to a performance, have the right to require any Client to furnish satisfactory evidence that such Client has obtained all such licenses.

A.22. Collections

A Client shall make no collections, donations or solicitations of money or goods of any kind on Welder Center premises without first obtaining permission from Welder Center management.

A.23. Use of Theatre Area Seating

The use of the theatre seating areas shall be restricted at all times to those in possession of tickets during times for performance/events and those times immediately preceding and succeeding such performances/events. In the event that cleaning of the seating areas is deemed necessary due to a person or person(s) associated with Client's event occupying that area outside of performance times, a cleaning fee will be assessed and charged to the Client. Food is strictly prohibited in the theatre seating areas except snacks sold from the Welder Center Concessions Bar during performances only. Drinks with properly secured lids, caps or covers are allowed in the theatre seating areas at the discretion of Welder Center management, to be determined at time of execution of usage contract. Participants at the Client's event are to respect the facility by not putting feet on the seats or walls of the facility.

A.24. Objectionable Persons

Welder Center management reserves the right to eject or cause to be ejected from the premises of the Welder Center any objectionable person or persons. Neither Victoria College nor any of its officers, agents or employees shall be liable to any Client for any damages that may be sustained by such Client subsequent to the exercise of such right by Welder Center management. The term "objectionable persons" shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Welder Center policy, city, state or federal law, make the normal and proper conducting of business or an event or the enjoyment by others of such event difficult or impossible for others. Objectionable persons also include those who interfere with the normal and proper conducting of business/event or the enjoyment of others.

A.25. Refusal to Rent

Victoria College shall refuse to rent the Welder Center facilities for any event, activity or performance if it determines that such event, activity or performance or the anticipated audience response to such event, activity or performance may cause damage or the unusual risk of damage to the Welder Center facilities or patrons. In that Victoria College operates the Welder Center for the benefit of the community at large, requests to rent may be refused if deemed inconsistent with community standards. Victoria College reserves the right to change and to amend these policies at any time.

Front of House Policies and Procedures for Client Events

B.1. Personnel

The Client must have a representative who remains on site until all guests and participants have vacated the Welder Center. Welder Center management will establish minimum house and technical personnel requirements for Client's event and arrange for staff as needed. Event staff provided by Welder Center will be charged to Client as provided on the rental rate sheet in effect at time of contract. Client may provide volunteer ushers to work collaboratively with Welder Center ushers. Welder Center House Manager determines number needed; Clients' ushers must arrive at least one and one-half (1 1/2) hour prior to performance to familiarize themselves with the Welder Center layout, house rules and safety regulations.

B.2. Opening Hours and Curtain Time

Unless a different time is requested in the rental information sheet and agreed to by Welder Center management, the lobby doors of the Welder Center will open one hour prior to the scheduled performance time provided Client and/or

client's representative is on site. House Manager will open the house at least fifteen minutes prior to the advertised/scheduled curtain time at which time patrons may be seated. Technical preparations, rehearsals and other activities must be completed on stage and in the seating area by the time the house opens. Client agrees to make every effort to begin performance or event on time. House Manager may delay the start of a performance or event due to weather, traffic or parking conditions for a reasonable amount of time to allow the great majority of patrons to be seated.

B.3. Late Seating

Latecomers will be seated at the discretion of the House Manager, coordinated with the Client. The house standard late entry procedures enforced by Leo J. Welder Center House Managers and staff are as follows: a) A late entry is defined as a person possessing a valid ticket to the performance who is seeking entry to the performance hall after the performance begins. Late entries include people who have arrived late or who exited the performance hall before intermission and/or before the end of the performance. b) The house manager will bring late entries to ushers provided by the client. Ushers are responsible for seating the late entrants at the appropriate time. Late entrants must be seated in a timely manner and may not be allowed to stand in the entry or aisles, as this is a violation of fire code. c) Other procedures for late entry must be arranged at time of ticketing service request with Leo J. Welder Center management, and must be announced in advance by the Client as Client's policy on their website, in the printed event program, and must be announced verbally to the audience immediately before the performance begins. d) Non-standard procedures for late entry, if requested by Client, will be applied to all equally. e) If, in the sole judgement of Leo J. Welder Center management, the non-standard procedures for late entry will require additional labor, those expenses may be passed on to Client as part of rental fee.

B.4. Intermission

For all performances scheduled to last at least 90 minutes, Welder Center requests at least a 15 minute intermission

B.5. Concession Sales

Concessions are operated at the sole discretion of Welder Center management. Welder Center retains exclusive right to operate all concessions, including soft drinks, coffee, alcoholic beverages, food items, candy and confections before, during and after any events. Under no circumstances may Client or third party acting on behalf of Client obtain permits to sell alcohol or concession items in the Welder Center facilities.

B.6. Novelty Sales

Client must obtain permission from Welder Center to sell novelties. Location of client's novelty sales is pre-determined by Welder Center staff. Client is permitted to sell or take orders for items to include, but not limited to souvenir programs, books, photographs, audio or video tapes, CDs, posters, opera glasses, t-shirts, sweatshirts, or other souvenir items that are directly related to the event or performance. Client agrees to pay Victoria College a commission, in cash, equal to 20% of the total gross sales (including orders) immediately following close of sales for each sales period. At the sole discretion of Welder Center management, this requirement may be reduced or waived for local non-profit organizations only. Prices charged for items must be clearly displayed and all displayed items must be for sale. Client is individually liable for the reporting and payment of all applicable taxes for sales. Welder Center management reserves the right to refuse permission to sell or distribute any item that does not directly relate to the presentation of a specific event for which an Agreement has been issued or any item which in normal use or misuse may cause damage to the Welder Center, Welder Center staff and volunteers or patrons.

B.7. Event Programs

Client is responsible for production, printing and delivery of the event program to the Welder Center. Recognition of Welder Center staff and/or volunteers must be given approval prior to being included in any Client Event Program. Welder Center staff will discard any remaining programs unless prior arrangements have been made with Welder Center.

Technical Information and Policies for Client Events

To avoid confusion during your usage of Welder Center, please share this information with all performers, personnel and technicians associated with your event.

C.1. Technical Services

All Welder Center rentals will include a basic light plot for a general stage wash only. In addition a color wash (colors limited) will also be available if requested prior to 10 calendar days before event. Any additional light plots above and beyond such as specials, additional color washes, area lighting with transitions, re-hang and focus of lights, etc. will require additional labor and billing. Any such request will need to be discussed at date of signed contract and agreed upon (in writing) at least 10 calendar days prior to event. Fees and estimated hours may vary and will be discussed/agreed upon at that time. Client may provide own Lighting and Sound Designers and Technicians for their event with approval from Welder Center management; design time must be coordinated with Welder Center management and will be billed as part of the rental.

C.2. Equipment

Rental fees include the following equipment:

Podium with microphone clip

Up to 4 handheld wireless or lapel microphones

Basic Stage Wash of Light

Sound System with ability to play CD, cassette

2 wedge monitor speakers

Multi-media projector including 16' retractable projection screen at center stage

C.3. Production Meeting

A production meeting is required between Welder Center Manager and Technical Director and Client or Client's designated representative at least two weeks prior to the event. To reduce confusion, it is very important that only one person be authorized to speak for the event. Regardless of the number of times Client has used the center, a production meeting for every event is required. Final decisions regarding the event, including equipment and manpower needs, will be made during this meeting. With spaces and events often happening simultaneously, technical and human resources are scheduled well in advance to ensure facilitation for all. It may not be possible to reschedule these resources if production meetings are delayed or if changes are made following the production meeting. Any changes and/or additions to a Client's event may incur additional charges.

C.4. Technical Personnel & Stage Manager

Only qualified personnel are allowed to operate Welder Center equipment. Welder Center reserves the right to use Welder Center technical staff when safety or expertise is a consideration. Client supplied, qualified technicians may be allowed with prior approval from Welder Center management, who will also determine the minimum number of personnel required for each event. One Welder Center technician is assigned to each event to facilitate and coordinate Client's technical needs. Generally, this staff technician will be in a supervisory capacity, may not hold a crew position, and may have other responsibilities within the Welder Center. All technicians supplied by Welder Center will be billed to Client as indicated on the rate sheet at time of execution of contract. Welder Center-supplied technicians must be allowed a meal break at no more than 5-hour intervals. This may require that the stage be shut down during the break, unless staggered breaks can be arranged. Welder Center may require that a qualified Stage Manager be present during your event (including rehearsals). If you do not have one, Welder Center will provide one at the prevailing technical personnel rate.

Persons under the age of 18 are not allowed in the catwalks, in the technical booth, or as sound board operators. An exception to this may be made in the case of certain Theatre Tech educational events. Written consent for the exception must be obtained from the Welder Center manager before the event.

C.5. Clients Goods: Delivery, Storage, Safety

The Welder Center will not accept any shipped goods unless prior arrangements have been made with the appropriate staff. In the receipt, handling, care or custody of property of any kind delivered to the Welder Center for or by a Client, Welder Center staff shall act solely for the accommodation of said Client. Welder Center, nor its staff, shall be liable for any loss, damage or injury to such property. Clients' goods must be removed from the building immediately following Clients' event. Client is responsible for insuring that all costumes, sets and soft goods are made of nonflammable materials, or are treated with fire retardant chemicals. The fire curtain line must be kept clear. No cut Christmas trees, hay, straw or similar items are allowed. No open flames are allowed. No helium-filled balloons or glitter are allowed. Fire regulations prohibit blocking aisles, hallways and exits.

C.6. Special Effects and Sound

All incendiaries, explosives, lasers, strobes, smoke effects and the like must meet all federal, state and local fire and safety codes. The use of oil-based chemicals is not allowed. Flammables and explosives may not be stored in Welder Center. Actual firearms are prohibited. Welder Center management must approve all firearm effects. Sound levels are limited to 95db average, all frequencies max, as measured at the sound mix position. Musical groups using Welder Center house sound system must schedule ample time to allow for a proper sound check prior to the performance.

C.7. House Equipment

Welder Center staff will provide an equipment list for Client. Welder Center equipment must be reserved at the production meeting since the inventory is limited and it is assigned on a first come, first served basis. No stage equipment may be used or changed without the approval of the Technical Director. No house equipment may be used as a set piece or prop. Welder Center pianos may be tuned only by a Welder Center approved technician, and only to A-, and will be billed to the Client.

"MIC DROPS" USING WELDER CENTER EQUIPMENT ARE NOT ALLOWED. IF, IN THE SOLE DISCRETION OF WELDER CENTER MANAGEMENT, A MIC IS DROPPED INTENTIONALLY BY

CLIENT OR ONE OF CLIENT'S PARTICIPANTS, A FEE OF NOT LESS THAN \$800.00 WILL BE ASSESSED TO CLIENT.

C.8. Set Construction

Set construction is not allowed in the Welder Center. The Welder Center shop can be reserved as available and will be billed to the client as an additional cost. Sets should be designed to use stage weights rather than screwing into our deck for support. Painting is not allowed on Welder Center premises except for touch up painting with proper drop cloths in place. Any changes to fly schedule must be returned to the house schedule. Refer to Welder Center Tech Sheet.

C.9. Hours

Your rental start time is printed on your contract and you will not be allowed access until that time. Technical set-up begins at the start time printed on your contract.

C.10. Tools and Supplies

The Welder Center and Theatre Victoria does not provide tools, consumable items or office supplies. Please bring all hand tools needed to install your set. Please ensure you have an adequate supply of tape, scissors, staplers, pens, pencils and the like. Masking tape and duct tape are not allowed. Colored electrical tape makes excellent spike tape. Welder Center may supply gel from our existing inventory.

C.11. Backstage Areas

Welder Center management reserves the right to assign dressing rooms to Clients and to reassign those rooms if necessary. The Green Room is provided for the use of all personnel associated with events occurring in the Welder Center. It is not a private space. Dressing rooms, Green Room, backstage and stage areas must be kept clean, orderly and quiet. Multiple events may occur simultaneously. Clients must provide adequate adult supervision for all events involving children. No lockbox is provided for Clients to secure valuables and Victoria College assumes no responsibility for valuables.

C.12. Loading Dock and Parking

Welder Center loading dock is for loading and unloading only. Parked cars or light trucks may not block the dock. Arrangements must be made in advance to leave larger trucks in the dock. Participants should park in designated parking spaces only.

C.13. Food and Drink

No food or drink (other than water) is allowed on stage. Food and drink are allowed in the Green Room and Dressing Rooms. Food should be confined to the Green Room and Dressing Rooms. Food is strictly prohibited in the theatre seating areas except snacks sold from the Welder Center Concessions Bar during performances only. Drinks with properly secured lids, caps or covers are allowed in the theatre seating areas at the discretion of Welder Center management, to be determined at time of execution of usage contract. Participants at the Client's event are to respect the facility by not putting feet on the seats or walls of the facility.

C.14. Phones

There are no payphones available in the Welder Center. Office lines are not available for use.

WELDER CENTER Contact

Leo J. Welder Center for the Performing Arts
Victoria College, Director of Cultural Affairs
2200 East Red River
Victoria, TX 77901
361.485.8540

Sue Prudhomme, Director of Cultural Affairs sue.prudhomme@victoriacollege.edu 361-582-2436
Ben Hernandez, Event Services Planner bernardino.hernandez@victoriacollege.edu 361-573-3291 x3382
Cheryl Beran, Administrative Assistant cheryl.beran@victoriacollege.edu 361-582-2434

FREQUENTLY ASKED QUESTIONS

About Using the Leo J. Welder Center for the Performing Arts (the Welder Center)

May I use any caterer for my event?

The Welder Center welcomes all licensed, insured caterers. Food not prepared by a licensed, insured caterer shall not be served. See Section A.10 of Operating Guidelines.

May I have alcohol at my event?

Victoria College holds the beer and wine license for the Welder Center. Beer, wine and champagne may be served inside Welder Center facilities in designated areas only. Client may not sell alcohol under any circumstances. Client is required to pay for security personnel, as determined and scheduled by Welder Center management, when alcohol is served. If providing alcohol free of charge to event attendees, Client is required to provide TABC-certified, paid personnel provided by licensed caterer to dispense alcohol. State and Local laws regarding the use and dispensing of alcoholic beverages shall be adhered to at all times. See Section A.11 of Operating Guidelines.

Do I have to pay a deposit?

Deposits are due at time of booking the event. Deposit is refundable and will not be applied to Client's final settlement.

May I extend my usage hours beyond the hours in the contractual agreement?

Additional usage hours negotiated prior to 24 hours before said usage will be billed at the schedule of charges current at the time of rental; if negotiated within 24 hours of usage, additional usage hours will be billed at twice the schedule of charges current at the time of rental. See Section A.3 of Operating Guidelines.

May I put up interior signage or wall decorations at my event?

Welder Center management must approve all hanging signage and hanging decorations prior to placement. Clients may not use adhesive tape on any painted, glass or wallpapered surface. Art and/or furniture in any location may not be removed, relocated or covered and must remain in place and unobstructed. See Section A.6 of Operating Guidelines.

Prohibited Items

No incendiary devices, open flame or candles are permitted inside any building on Welder Center's campus. Helium-filled balloons and glitter are not allowed. See Section C.6 of Operating Guidelines.

May I reserve parking at the Welder Center?

No. Parking is always on a first come, first served basis. Keep in mind that there may be multiple events in downtown Victoria or on Main Street on any given day. After 5pm and on weekends, parking is available, free of charge, in the One O'Connor Plaza parking garage. See section A.12 of Operating Guidelines.

May I store decorations and event items at the Welder Center?

No. Decorations and event items should be delivered to the Welder Center during contracted usage time and must be collected by the Client or appointed vendor by the end of the usage time. Items left behind are subject to removal from the Welder Center, and the Welder Center is not responsible for loss or damage to items. Any items arriving earlier than agreed upon time or left after event are subject to a storage fee. See Section A.18 of Operating Guidelines

What kind of set up is provided by the Welder Center?

The Welder Center has a limited number of tables and chairs available at no extra charge for Client events that must be reserved using the rental request sheet. Welder Center set up, including basic house lighting plot and house sound, is completed prior to the start of Client's usage time. Decorating and set up handled by the Client must be completed within the contractual usage hours. Client must provide all table linens and decorations.

May I use the Welder Center Box Office for ticketing services?

Yes. For all ticketed events held at the Welder Center, the Welder Center Box Office serves as the exclusive ticketing outlet. Box Office policies and ticketing fees will apply.

May I promote and advertise my event?

Yes. However, the Welder Center's logo may not be used and all publicity materials must fall within Welder Center marketing guidelines. If available, marquees in front of the Welder Center may be used for promotional posters, but space is subject to availability and posters must meet Welder Center requirements. Contact Welder Center management for signage schedule and approval process.

If you have further questions or would like to speak with someone regarding the use of our facility, please contact the Management Offices at 361-485-8540.