



## **MORTON H. MEYERSON SYMPHONY CENTER**

### **RENTAL INFORMATION & RATES**

2301 Flora Street, Suite 100

Dallas, TX 75201

Phone: 214-670-3600

Fax: 214-670-4334

## **MORTON H. MEYERSON SYMPHONY CENTER**

Located in Dallas' growing Arts District, the MSC is an optimal space for concerts, recitals, recordings, meetings, lectures, receptions, weddings, banquets and similar events. Owned and operated by the City of Dallas – Office of Cultural Affairs, the MSC opened in September of 1989. World-renowned architect I.M. Pei designed the MSC. The acoustician was Russell Johnson of ARTEC Consultants.

### **EUGENE McDERMOTT CONCERT HALL:**

The centerpiece of the MSC is the Eugene McDermott Concert Hall, an intimate, acoustically superior, performance space with seating for up to 2,062. Every detail of the concert hall was designed to achieve the highest acoustical quality, with special elements of the design providing the capability of tailoring the acoustical environment to the performance.

*Acoustical features include:* a four-piece acoustical canopy, suspended above the stage, that can be raised, lowered and tilted to enhance the sound clarity; a reverberation chamber (30' deep), that surrounds the concert hall, has 72 acoustical doors that can be positioned at various degrees to adjust the reverberation decay and heighten the sound quality; sound absorbing acoustical curtains that can be drawn over walls on all levels; antechambers provide sound locks at all entrances to the concert hall, including backstage; and materials chosen specifically for their acoustical enhancement features (African cherry wood on walls/mohair fabric on seats/terrazzo floor) are used throughout the concert hall.

The stage has a width of 66'-6", and a depth of 37'-3". There is no fly or wing space. There are 4 levels of orchestra risers on stage. To remove risers for a flat stage surface requires a labor call and is dependent upon activities and the time available before and after the event.

*Herman W. & Amelia H. Lay Family Concert Organ:* This is one of the largest mechanical (tracker)-action organs ever built for a symphony hall. Designed by C.B. Fisk, Inc. of Gloucester, MA, the organ completed in September 1992 features 4,535 pipes, ranging in size from 32 feet long down to the size of a pencil. The organ has seven divisions played on four manuals (keyboards) and pedal: La Resonance, Great, Positive, Swell, Pedal, Solo, and Pedal Solo. Each manual keyboard has 61 notes; the pedal keyboard has 32 notes. Use of the organ is limited to qualified, pre-approved organists only. A performance charge of \$500.00 will be required for its use. Any use of the organ involved with recording projects will be subject to an additional recording rights fee.

### **LOBBY AREAS:**

Surrounding the Eugene McDermott Concert Hall is an expansive lobby space offering freedom of movement for all audience members. The main floor lobby consists of marble floors and railings, limestone and glass walls, and onyx light fixtures. The east side, or *Renaissance Foyer*, offers close to 24,000 square feet of space with a 50 foot ceiling height. An additional lobby space, the *Loge Terrace*, is an extension of the Loge seating level that provides a dramatic view overlooking the main floor.

Located on the first basement level is the *Lower Lobby*, which serves as the primary entrance to the building from the Dallas Arts District Parking Garage (DADG) and underground valet parking drop-off area. On this level are the MSC's box office, Hart Symphony Suites, and Symphony Store.

All of the lobby areas provide an exceptional space for dinners (up to 1000), receptions (up to 3000), fashion shows, weddings, mini trade shows, commercial photo shoots, etc.

### **"OPUS":**

Located in the Meyerson's West lobby, also known as the E.E. "Buddy" Fogelson Pavilion is **OPUS**, a public restaurant offering creative culinary works that tie the cuisine to the performance. **OPUS** offers dining service in an indoor-outdoor setting overlooking a dramatic downtown skyline and the *Betty B. Marcus Park*, which serves as an extension to the restaurant area on fair weather days. **OPUS** offers an

elegant, yet informal atmosphere for up to 150 diners. Evening dining service offers a la carte or buffet on nights of public performances beginning as early as 5:30 PM. Brunch service can also be available for Sunday performances beginning at 12:00 PM. **OPUS** may be available for private functions and special events on non-concert evenings. The decision to open **OPUS** for public dining service is made on an event-by-event basis. The number to call for dinner reservations is 214/670-3721.

#### **HART SYMPHONY SUITES:**

This area located behind the box office on the Lower Lobby level is made up of 4 specialized rooms for hosting educational programs and entertainment/social functions. With a total of 4,757 square feet of space, the *Hart Symphony Suites* are ideal spaces for hosting pre-concert lectures, recitals, business meetings, seminars, receptions and dinners. Each room can be used independently from the others or collectively. The *Hart Atrium* (1,703 sq. ft.) features a built in bar and commissioned sculpture by David Bates. This space is ideal for stand-up receptions and for refreshment breaks in support of meetings being held in other rooms within the suites. The *Hart Atrium* can comfortably accommodate up to 150 people. *Horchow Hall* (1,958 sq. ft.) is an exceptional space for hosting lectures, recitals, dinners, business meetings and receptions. Outfitted with AV equipment, the room can seat up to 175 theater style, or 120 for seated dinners. Located at one end of the Hart Symphony Suites is the *Brierly* (540 sq. ft.). Furnished with a large conference table in the center of the room, this space is designed for smaller meetings of 10 to 30 people. Completing the suites at the other end is the *Anita Sampels Suite* (556 sq. ft.). Similar in design to the *Brierley*, but absent of furniture, this space is functional for hosting luncheons, dinners, receptions and small meetings for up to 40 people. Like *Horchow Hall*, both the *Brierley* and the *Anita Sampels Suite* are outfitted with state of the art AV equipment.

#### **MITCHELL FAMILY FOUNDATION BROADCAST CONTROL FACILITY:**

The Broadcast Control facility is located on the first basement level adjacent to the MSC Administrative Offices. The facility consists of separate control and equipment rooms for both audio and video recording. Users must provide their own broadcast/recording equipment. The audio and video rooms contain patch bays, which correspond to audio and video jacks at the Truck Patch Panel and panels throughout the concert hall. There are 26 Triax camera connections available for use at 14 different camera positions, (as well as 1 panel in the West Lobby House Manager panel); 62 Coax video connections; 88 microphone jacks; and 48 additional audio jacks for line level sources. The Truck Patch Panel contains a total of 12 Triax camera jacks, 30 Coax video jacks, 60 microphone jacks and 24 line level jacks. Arrangements should be made in advance for video projection equipment placement or for transmission of program feeds via the Southwestern Bell Fiber Optic Network or in-house ISDN lines for Internet web casts.

#### **BACKSTAGE SUPPORT AREAS:**

The backstage area features 6 private dressing rooms and 4 larger orchestra/chorus dressing rooms. A *Musician's Lounge* is located off stage right. The *Green Room* is located off stage left and is accessible from both the dressing room area and main lobby. The *Green Room* may be used as a performer lounge area, an area to receive guests, to conduct interviews, or to host small dinners (20 people) and receptions (30 - 40) people.

#### **CHORUS REHEARSAL ROOM:**

Located in the first basement area directly below the stage is a chorus rehearsal room that will accommodate up to 200 people. This room may be used as a choral warm-up area prior to performances or as an independent rehearsal space. A fee will be charged for use of this space.

#### **LOADING DOCK & FREIGHT ELEVATOR:**

The MSC's loading dock features two (2) bays that can accommodate up to two 45' tractor-trailers at the same time. The loading dock is located underground with access down a service ramp off the Woodall

Rogers Access Road on the building's north side. Equipment off loaded at the dock is transported to the backstage via a freight elevator that is 18' wide, 11' deep, and has a height clearance of 9'5".

## **RENTAL/CONTRACT FEE CLASSIFICATIONS**

### *CITY NONPROFIT:*

Organizations must have a 501 (c) (3) letter stating their status as a not-for-profit organization and must be recipients of City funding through the Office of Cultural Affairs in order to qualify for this lowest level of the MSC's rate schedule.

### *NONPROFIT:*

Organizations must have a 501 (c) (3) letter stating their status as a not-for-profit organization to qualify for the middle tier level of the MSC's rate schedule.

### *COMMERCIAL:*

All other organizations, individuals, etc., that do not qualify under the above two listed nonprofit levels, will be contracted based on the Commercial rate schedule.

### **PRIMARY TENANT:**

The Dallas Symphony Orchestra (DSO), in partnership with the City of Dallas, helped to spearhead the efforts to make the Meyerson Symphony Center a reality. The DSO serves as the Primary Tenant of the MSC presenting over 180 concert events annually.



## EUGENE McDERMOTT CONCERT HALL

### RENTAL RATES/USAGE FEES CONCERT HALL USAGE

Use of the concert hall, in most cases, constitutes a full building rental. Areas available to the user group are:

- \* Eugene McDermott Concert Hall (2,062 seats)
- \* All public lobby areas
- \* Betty B. Marcus Park
- \* Dressing rooms
- \* Green Room
- \* Box Office
- \* Musicians Lounge
- \* Loading Dock

*Use of the concert hall includes:* Customary concert lighting; one announce microphone through the central speaker cluster; conductor podium, up to 100 orchestra chairs and music stands; step units from the stage to Orchestra floor, and a lectern for the stage.

*Base Rental/Performance Fee:* The base rental/performance fee covers up to six (6) hours use of the concert hall and building for an evening event from 5:00pm until 11:00pm.

*Additional Hours:* If additional hours are needed beyond the base rental time (for rehearsals, load-ins, load-outs, etc.), an hourly fee will be assessed for each additional hour of occupancy. Hours will not be charged in fractions. Once a new hour is started, the full hour is charged.

DESCRIPTION	NONPROFIT	COMMERCIAL
Base Rental/Performance Fee (5:00pm-11:00pm)	\$2,995.00	\$4,428.00
Second Performance (same day/half price)	\$1,498.00	\$2,214.00
Additional Hours (beyond base 6 hrs)	\$300.00/hr	\$443.00/hr

*Base Rental/Performance Fee: (SPECIAL DAYTIME RATE)* Events that are scheduled in the daytime that do not begin prior to 7:00 AM and are fully concluded with load-out completed by 5:00 PM, are eligible for this special daytime rate. The base rental/performance fee covers up to ten (10) hours of concert hall and building usage (7:00 AM - 5:00 PM).

*Additional Hours:* If additional hours are required beyond the base time of 7:00 AM - 5:00 PM, (rehearsals, load-ins, load-outs, etc.) an hourly fee will be assessed for each additional hour of occupancy. For any additional time after 5:00 PM, there will be a minimal three (3) hour charge.

DESCRIPTION	NONPROFIT	COMMERCIAL
Base Rental/Performance Fee (7 AM - 5 PM)	\$2,995.00	\$4,428.00
Additional Hours (prior to 7:00 AM)	\$300.00/hr	\$443.00/hr
Additional Hours (after 5:00 PM*) *Minimal 3 hr charge is assessed	\$300.00/hr \$900.00	\$443.00/hr \$1,329.00

*Recording Rental Fees (Closed Sessions):* The Eugene McDermott Concert Hall is an ideal location for audio/video recording sessions. Rental fees for recording sessions in which no audience is involved (closed session) varies depending upon time of day. Daytime sessions between the hours of 7:00 AM & 5:00 PM are eligible for a rate of up to 10 hours for the price of 5. Evening sessions (after 5:00 PM) will have a minimal 3-hour charge.

*Audio & Video Production Rooms* are part of the Mitchell Family Foundation Broadcast Control Facility located on the first basement level near the Security Control Desk. These rooms contain patch bays only. Engineers must provide their own recording equipment. The Audio Room is acoustically enhanced and has headset intercom communication with the Concert Hall. The Orchestra Terrace Media Recording Booth may be used as an alternate control room location. ISDN lines, for web casts, are available in the Media Recording Booth for an additional fee.

Recording rights fees (min. \$200.00) are determined based on the use of each recording.

DESCRIPTION	NONPROFIT	COMMERCIAL
Recording Session (7:00 AM - 5:00 PM)	\$300.00/hr	\$443.00/hr
Recording Session (5:00 PM - 12 Mid.)	\$300.00/hr W/3hr minimum	\$443.00/hr W/3hr minimum
Recording Session (12 Mid. - 7:00 AM)	\$300.00/hr	\$443.00/hr
Audio Recording Control Room or Orchestra Terrace Media Recording Booth	\$150.00/day	\$225.00/day
Video Control Room	\$200.00/day	\$275.00/day
A/V Broadcast Truck Patch Panel	\$275.00/day	\$350.00/day

*Organ Use & Rehearsal Fees:* Rental of the Meyerson Symphony Center does not automatically include the rights for use of the Herman W. & Amelia H. Lay Family Concert Organ. The Dallas Symphony Orchestra on behalf of the City administers use and maintenance of the organ. Use of the organ is limited to qualified pre-approved organists only and requires filling out and submitting an **Organ Use Application Form** available through the MSC management. Fees associated with use of the organ are as follows:

TABLE D: ORGAN USE AND REHEARSAL FEES	
DESCRIPTION	BASE FEES/ALL CLASSIFICATIONS
Organ Use Fee (per performance)	\$500.00
Organ Recording Rights Fee	\$1,000.00
Organ Rehearsal Hours (7 AM - 5 PM)	\$185.00/hr
Organ Rehearsal Hours (5 PM - 12 Mid.)	\$200.00/hr. W/3hr minimum
Organ Rehearsal Hours (12 Mid. - 7 AM)	\$185.00/hr



**LOBBY USE ONLY RENTAL**  
(Concert Hall not included)

Exclusive use of the lobby areas is available for banquets, receptions, weddings, mini trade shows, and other similar types of events. The Eugene McDermott Concert Hall, backstage support areas, and Hart Symphony Suites are **not** included. Spaces available as part of a lobby rental include:

- \* Lower Lobby (Access to Arts District Garage and underground valet)
- \* Main Lobby/Renaissance Foyer
- \* Opus Restaurant/Betty B. Marcus Park
- \* Loge Terrace

*Base Rental/Event Fee:* There is a **minimum** three (3) hour base fee charged for use of the lobby, with an hourly charge for each additional hour the function continues beyond the base three hours. A reduced hourly fee is also charged for the time needed before and after the function for setup & takedown.

DESCRIPTION	NONPROFIT	COMMERCIAL
Base Rental/Event Fee (covers up to 3 hrs.)	\$685.00	\$925.00
Additional Event Hours	\$200.00/hr	\$200.00/hr
Setup/Load out Hours	\$100.00/hr	\$100.00/hr

**Miscellaneous Equipment:**

*Tables:* 60" & 72" rounds and 6' & 8' rectangles are available through the MSC's contracted caterer, Culinaire International. Generally when used as part of a banquet order there is no charge. Use for other non-banquet functions may require a charge.

*Portable Sound System:* The MSC has a portable sound system available for use in support of lobby functions. Equipment charges range from \$150.00 to \$600.00 depending on the size of the system needed, and an hourly charge for a House Technician to operate.

*Additional Lighting :* Two Ultimate Support light trees (8ft. w/ T-bar) with 8 ETC Source Four PAR's (4 per light tree) can be rented at \$100.00 per tree. Additional fee for any single, portable, floor- mounted instrument is \$25.00.

*Easels::* The MSC has 9 black easels available at no charge.



**HORCHOW HALL in the HART SYMPHONY SUITES**

The Hart Symphony Suites located on the Lower Lobby level of the Meyerson may be rented independently from other areas of the Meyerson or in conjunction with Concert Hall and/or Lobby uses. The fee structure will be determined by this relationship and the number of rooms used. Components of the Hart Symphony Suites include:

<b>TABLE G: SPACES AVAILABLE WITH HART SYMPHONY SUITES</b>			
<b>ROOM</b>	<b>SQ. FT.</b>	<b>CAPACITY</b>	<b>SPACE APPROPRIATE FOR</b>
HART ATRIUM	1,703	150	Receptions; Registration & Refreshment break Area when used in conjunction with other suites.
HORCHOW HALL	1,958	175 Theater 120 Banquet	Lectures; Recitals; Business Meetings & Seminars; Banquets & Receptions; Small Ensemble Recordings; Press/Media Conferences; etc. Full A/V support.
BRIERLEY	540	30	Small Business Meetings; Training Seminars; Working Breakfast & Lunch Meetings. Conference table will comfortably seat 18 with additional seating along walls. Full A/V support.
SAMPELS SUITE	556	40	Multi use room. Receptions; Dinners, and meetings set in a variety of configurations. Full A/V support.

*Base Rental/Room Fees:* The rooms within the Hart Symphony Suites may be rented independently of each other or the entire suite area collectively (TABLE H). The rates will vary depending upon type of use and time of day. Use of these spaces by organizations already contracted for use of either the Concert Hall or Main Lobby may incorporate these spaces at a reduced fee (TABLE I). Ticketed patrons, attending a public concert/event as a group, may reserve use of Horchow Hall or the Dining Room for a private reception or dinner. This function may take place prior to the performance or at intermission. The MSC Management will determine the availability of these spaces. The breakdown of base rental fees for these spaces is as follows:

<b>TABLE H: HART SYMPHONY SUITES RENTAL FEES</b> <i>(Independent Use, not affiliated with any other building rental activity)</i>		
<b>ENTIRE SUITES: ALL ROOMS</b>	<b>COMMERCIAL RATE</b>	<b>NON PROFIT RATE</b>
Base Rate: (minimum 3 hr. charge)	\$525.00	\$400.00
Additional Hours: (capped at max. 8 hrs.)	\$75.00/hr	\$50.00/hr
Maximum Charge (All day 7:00 AM-11:00 PM)	\$1,125.00	\$800.00
<b>HORCHOW HALL</b>		
Base Rate: (minimum 3 hr. charge)	\$300.00	\$225.00
Additional Hours: (capped at max 8 hrs.)	\$50.00/hr	\$37.50/hr
Maximum Charge (All day 7:00 AM-11:00 PM)	\$700.00	\$525.00
<b>BRIERLEY OR ANITA SAMPELS SUITE</b>		
Base Rate: (minimum 3 hr. charge)	\$150.00	\$100.00
Additional Hours: (capped at max. 8 hrs.)	\$25.00/hr.	\$20.00/hr.
Maximum Charge (All day 7:00 AM - 11:00 PM)	\$350.00	\$260.00
<b>HART ATRIUM</b>		
Base Rate: (minimum 3 hr. charge)	\$200.00	\$150.00
Additional Hours: (No maximum allowed)	\$75.00/hr	\$50.00/hr
Maximum Charge: (All day 7:00 AM- 11:00 PM)	\$1,175.00	\$800.00

PLEASE NOTE: As the Hart Atrium serves as an entry foyer to the other rooms within the Symphony Suites, private rental use of the Atrium area alone is charged at a higher premium due to our inability to utilize the other suites under these circumstances.

<b>TABLE I: HART SYMPHONY SUITES RENTAL FEES</b> <i>(Simultaneous use by organizations under contract for Concert Hall or Main Lobby)</i>		
<b>ENTIRE SUITE: ALL ROOMS</b>	<b>COMMERCIAL RATE</b>	<b>NONPROFIT RATE</b>
Base Rate: (minimum 3 hr. charge)	\$225.00	\$150.00
Additional Hours: (capped at max. 8 hrs.)	\$50.00/hr	\$35.00/hr
Maximum Charge: (All day 7:00 AM- 11:00 PM)	\$625.00	\$430.00
<b>HORCHOW HALL</b>		
Base Rate: (minimum 3 hr. charge)	\$150.00	\$100.00
Additional Hours: (capped at max. 8 hrs.)	\$35.00/hr	\$25.00/hr
Maximum Charge: (All day 7:00 AM- 11:00 PM)	\$430.00	\$300.00
<b>BRIERLEY OR ANITA SAMPELS SUITE</b>		
Base Rate: (minimum 3 hr. charge)	\$75.00	\$50.00
Additional Hours: (capped at max. 8 hrs.)	\$25.00/hr	\$20.00/hr
Maximum Charge: (All day 7:00 AM-11:00 PM)	\$275.00	\$210.00
<b>HART ATRIUM</b>		
Base Rent: (minimum 3 hr. charge)	\$100.00	\$75.00
Additional Hours: (no maximum allowed)	\$50.00/hr	\$35.00/hr
Maximum Charge: (All day 7:00 AM-11:00 PM)	\$750.00	\$530.00

**ADDITIONAL COSTS/REQUIREMENTS:** Insurance is required by any organization using the Hart Symphony Suites. In addition to the base and hourly fees noted above, extra charges may include technicians, security, custodial, sound systems, catering, etc.

*Hart Symphony Suites AV Equipment Information:* All user-controllable equipment within the Suites is controlled by an AMX Touch Screen (1) or Soft Key Remote Control units (3). The AMX Control System allows the user to select and control lighting, roll-drop screen, volume, and playback/record functions for CD Player, VCR (4 head VHS), DAT Recorder and Cassette Deck units. Horchow Hall is equipped with a Barco Graphics projector and (2) Sony 41" rear projection TV's for computer or video presentations. The Brierley and Sampels Suite each offer a Sony 41" rear projection TV for viewing presentations, or users may provide their own computer data projectors for viewing on the roll-drop screen available in each room. Wireless handheld or lavalier microphones (4) are available for use in Horchow Hall. For a complete listing of equipment and models contact the Meyerson's Technical Director.

## **.HOUSE POLICIES**

- Smoking is not permitted anywhere within the building in accordance with City of Dallas Ordinance #853847.
- No food or drinks may be brought into the building. All food or drinks must be pre-arranged with the in house caterer, Culinaire International. No food or drinks allowed on stage or in the Concert Hall.
- Helium balloons are not allowed in the building.
- All hanging of signs, banners, decorations, etc. must be approved in advance by MSC staff. Tape must be gaff or museum tape. Tape is not permitted on limestone. No nails, screws, duct tape, etc. are allowed.
- Limited parking is provided for performers, staff and crew only. A list of names must be submitted 24 hours before designated load in time.
- All exits, hallways and aisles must be kept clear and unobstructed at all times per City of Dallas Fire Code requirements.
- Damage to MSC property or equipment shall be the responsibility of the lessee. The MSC assumes no responsibility for valuables left in dressing rooms, backstage, etc.
- In accordance with Texas Penal Code Sec. 30.05, it is illegal to carry a firearm on these premises. This includes those licensed to carry a concealed handgun pursuant to state law. Carrying a firearm on these premises is a Class A misdemeanor, punishable by up to one year in jail and a \$4000.00 fine.
- No open flames, pyrotechnics, or flammable products allowed due to State of Texas and City of Dallas Fire Codes.
- Backstage access is restricted to performers, crew and essential personnel. MSC reserves the right to restrict backstage access.

## MISCELLANEOUS REQUIREMENTS & SERVICES

### HOUSE & SOUND SEATS

For all public events in which tickets are issued for reserved seating, the MSC requires the following seats be withheld from sale to serve as house seats at the discretion of the MSC. These seats are used to remedy unforeseen seating problems that may occur during the event, (duplicate tickets, broken seats, visual obstructions, a patron with a physical disability, patron with a fear of heights needing to be relocated to a lower level, and other similar problems). House seats may also be used for accommodating last minute VIP's requested by the City and/or the MSC's management. Some or all of these seats may be returned to lessee for lessee's use prior to the performance at the discretion of the MSC management.

<u>Area</u>	<u>Section</u>	<u>Row</u>	<u>Seats</u>
Orchestra	B	P	5,6,7 & 8
Orchestra	C	E	1 & 2
Orchestra Terrace	A	C	32 & 33
Orchestra Terrace	E	C	32 & 33
Loge	Box F		1 thru 8

In addition to the above listed house seats, the following seats must be withheld from sale for placement of sound mixing equipment. If a sound system requiring a house mix is not required for an event, the MSC will release these seats back to the renting organization for their use as needed:

<u>Area</u>	<u>Section</u>	<u>Row</u>	<u>Seats</u>
Orchestra	D	T	1,2,3 & 4
Orchestra	D	U	1 & 2

### HANDICAP/WHEELCHAIR SEATING

Seating locations for wheelchairs and mobility- impaired patrons are located on the Orchestra Terrace, Section F, Row D, Seats 1-23. Loose armchairs make up this row and are easily removed for placement of wheelchairs.

### CATERING SERVICE

Catering service is available for receptions, banquets and backstage needs associated with rental events. The MSC and City of Dallas require that Culinaire International, the City's contracted Food & Beverage Service Operator for the Meyerson, provide these services. This includes functions taking place within the Meyerson's public Restaurant OPUS, and the Hart Symphony Suites. For further information please contact Culinaire's Catering Manager at their MSC office by calling 214/670-1771.

### CASH BAR/CONCESSION SALES

For all public concerts/events the MSC will operate its lobby concessions independently of the renting organization. Concessions are handled exclusively by the MSC's contracted catering service, Culinaire International.

### NOVELTY SALES

The selling of tapes, CD's, posters and other novelty items by a renting organization, or the performers under contract to the renting organization, requires that a 15% commission on all sales be paid to the MSC. The renting organization or artist is responsible for payment of any local, state or federal sales tax.

#### *VALET PARKING*

For public concerts the MSC reserves the right to provide valet parking service to patrons on a cash basis. For private events, this service is optional and dependent upon the type of event being presented. Renting organizations wishing to provide this service on a complimentary basis to their patrons will need to make special arrangements with the MSC and City's contracted valet operator. For further information contact MSC Management at 214/670-3600.

#### *ARTS DISTRICT PARKING GARAGE*

General parking is available in the Dallas Arts District Garage (DADG) located adjacent to the MSC. Direct access to the MSC's lower lobby is gained from the 3rd underground level of the garage. The garage has seven levels of parking and can accommodate up to 1900 vehicles. Patrons pay upon entering the garage for all major concerts & events. Special arrangements may be made with the DADG for validated parking by contacting the DADG's management company at 214/855-9300. In addition to the DADG, public parking is also available in the underground Cathedral Parking Garage and on various nearby surface lots.

#### *COAT CHECK*

At those times of the year when the weather dictates that a coat check service be provided, the MSC's Food & Beverage Services Operator, Culinaire International, will provide this service. The location for providing this service will be determined by the anticipated attendance and the nature of the event.

#### *INSURANCE*

The City of Dallas requires that all users of the MSC have the following levels of coverage:

**Commercial General Liability** of not less than \$1,000,000 per occurrence, \$2,000,000 annual aggregate, including Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability. Policy shall include Fire Legal Liability with a limit of \$250,000 per occurrence.

**Business Automobile Liability** covering owned, hired, and non-owned vehicles, with minimum combined bodily injury (including death) and property damage limit of \$1,000,000 per occurrence. Such insurance shall include coverage for loading and unloading hazards.

**Workers' Compensation** with statutory limits; **Employers Liability Insurance** with minimum limits for bodily injury: a) by accident, \$100,000 per each accident; b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.

**"Umbrella" or Excess Liability** with a minimum combined bodily injury (including death) and property damage limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate.

The City of Dallas **must** be named as an additional insured by using endorsement CG2026 or broader.

**NOTE:** For users of the *Hart Symphony Suites* area only, the General Liability portion of coverage outlined above is all that is required.

#### *PLACING A DATE ON HOLD*

Interested parties may place a date on hold for up to twenty (20) days to allow for additional time to finalize details and to determine if the MSC is the proper location for their event. Placing a date on hold means that the MSC will not commit this date to any other interested group without first notifying the current party on hold. Should another group want the same date, and is ready to sign a contract and put down the required deposit, a formal challenge for the date in question will be directed to the holding

party. The holding party then has up to 48 hours to either release the date or commit, by signing a contract and paying the required deposit. Even if no challenge is issued, the MSC reserves the right to cancel any hold that has been in effect for more than twenty (20) days, without notice.

#### *CONTRACTING/CONFIRMING A DATE*

When a group is ready to contract for the use of the MSC, a contract will be issued to the interested party. Copies of the contract are to be signed and returned to the MSC along with the required deposit. Upon receipt, the Director of Cultural Affairs or his/her designee will sign and one fully executed copy will be returned to the renting organization as final confirmation of the event.

#### *DEPOSITS & PAYMENTS*

Deposits are due when contract is signed for the amount of the base rental fee. The balance of all remaining rental fees, services, labor, equipment charges and any other costs incurred in support of the event are due and payable 30 days before the day of the event. All payments are to be made payable to the City of Dallas - Meyerson Symphony Center.

#### *REFUND POLICY*

The cancellation of an event will mean the forfeiture of all deposit monies paid to date. If the event is postponed sixty or more days out from the contracted date and is able to be rescheduled on another date within the same programming season, deposit amounts paid may be transferable to the new date.

## CONTACTS

### **Meyerson Symphony Center Staff:**

Les Studdard  
Denise Helbing  
Lamar Livingston  
David Gee  
Ursulo Castillo  
Velynica Caldwell  
Melanie Armstrong  
David Hunter  
Sam Saenz

General Manager  
Senior Operations Coordinator  
Technical Director  
Lighting /Stage Operations  
Audio/Stage Operations  
Lighting/Stage Operations  
House Manager  
Event Coordinator  
Facilities Coordinator

Phone: 214/670-3600 Fax: 214/670-4334

### **Food & Beverage/Catering Services (Culinaire International of Texas):**

Justin Reagan  
Adele Ichilian  
Tim Semenuk  
Maria Garcia

Food and Beverage General Manager  
Director of Catering  
Executive Chef  
Administrative Assistant

Phone: 214/670-1771 or 214/670-3725  
Reservations (Opus): 214/670-3721

### **Metropolitan Parking - Garage and Valet**

Reynolds Shaffer  
214-855-9300

General Manager

**Dog World** provides building and event security services.

Building and event custodial services are provided by **TIBH/LifeNet**.

PLEASE REFER TO THE **TECHNICAL SPECIFICATIONS PACKET** FOR OTHER TECHNICAL ELEMENTS AVAILABLE TO USER GROUPS RENTING THE CONCERT HALL. (AVAILABLE UPON REQUEST)