



Website: [hc.edu/events](http://hc.edu/events)

## Morris Cultural Arts Center Policy & Rates

The Joella & Stewart Morris Cultural Arts Center is a beautiful, state-of-the-art complex, including The Mary Ann & J. Bruce Belin Chapel & Recital Hall, the McNair Hall, The Belin Green Room, and the Linda & Archie Dunham Theater. It is located in Southwest Houston on the campus of Houston Christian University.

The mission of Houston Christian University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord." - Unanimously approved by the Board of Trustees, February 24, 2009

*Houston Christian University complies with all applicable federal and state non-discrimination laws and does not engage in prohibited unlawful discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in either employment or the provision of services. Inquiries concerning this notice or the application of the laws referenced herein should be referred to the counsel.*

All events held at the university must be in alignment with the Christian vision, mission, and purpose of the university.

**Scheduling:** All events held on campus are scheduled through the Office of University Events, Camps, & Conferences.

Office: 281.649.3047 | Email: [eventsintern@hc.edu](mailto:eventsintern@hc.edu) | Location: Morris Cultural Arts Center, Room #183 | Website: [hc.edu/events](http://hc.edu/events)

To be considered, external and sponsored events must submit the [Event Inquiry Form](#) to the Office of University Events, Camps, & Conferences.



Upon receiving the detailed inquiry form and consultation, the Office of University Events, Camps, & Conferences provides the following services:

- Scheduling events within university master calendar for all spaces on campus, when not in use by academic courses or university initiatives.
- Event consultation and planning assistance.
- Assistance in arranging services and coordinating logistics to include:
  - ARAMARK (food service, catering, linens, and custodial services).
  - Media Services and Information Technology (audio/visual).
  - Campus Services (facility setup(s), equipment rental, and summer lodging).
  - University Police support (parking and security coverage).
  - Maintenance.



### Venues and Rates:

Venue	Capacity	Rate (Per Hour)*	Minimum Rental	Setup/Teardown Fee***	Security Deposit**
Linda & Archie Dunham Theater	1200	\$800	6 hours	\$200	\$800
Mary Ann & J. Bruce Belin Chapel & Recital Hall	365	\$350	4 hours	\$100	\$350
McNair Hall	Banquet Style: 250 Standing: 600	\$300	4 hours	\$200	\$300
Belin Green Room	Banquet Style: 24 Standing: 40	\$100	4 hours	\$50	\$200

\* Fees are subject to change without notification, but reservations made with a deposit can hold a price.

\*\*A deposit is required to make formal reservations. No event will be added to the university master calendar without a deposit. A deposit is not applied to the final bill but is kept aside and used in the event of any damage to the facility. Overages in venue, labor time, and/or custodial needs will also be taken from the deposit. If there is no damage, the deposit will be returned to the client(s) within 30 days of the event. If there is damage, the amount of repairs, equipment damage, and excessive custodial clean-up will be deducted from the deposit. The group is financially responsible for all damages including, but not limited to, damages to persons, patrons, facilities, and/or equipment. If damages exceed the deposit, the group will be billed for the remaining expenses. If more than one facility is used, each deposit is required.

\*\*\*The Office of University Events, Camps, & Conferences reserves the right to change these setup/teardown fees at any time.



**Additional Facility Considerations:** Your rental includes entrance and exit to the Belin Chapel & Recital Hall and/or Dunham Theater through McNair Hall. If you desire to use McNair Hall for a reception or any purpose other than entering and exiting, the rental fee for the hall will be added to your event proposal.

**Dressing Rooms:** Dunham Theater has three principal dressing rooms (the third is only available upon request) and two large chorus dressing rooms available with rental. Each of these dressing rooms are equipped with audio monitors, independent volume controls, and restrooms (not including showers). The Belin Chapel & Recital Hall has two small dressing rooms—one in the lobby area, the Sadie Hodo Bride's Room, and one on stage left, the Groom's Room. The Morris Cultural Arts Center and HCU is not liable for items left in any dressing rooms at any time. Dressing rooms must be cleared of all production materials at the end of the rental. At the request of the group, the Dunham Theater dressing rooms can be programmed with a unique keypad entry code (one principal dressing room does not have this capability).

**Belin Green Room:** The Belin Green Room is in the stage left theater hallway and is equipped with independent volume controls, an audio monitor, and a piano. This space is not included with the rental of Dunham Theater, Belin Chapel, or McNair Hall, but can be reserved for an additional fee.

**Event Staffing:** Staffing will vary based on the venue and technical requirements of the event. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Cultural Arts Center. All staffing has a minimum requirement of at least four hours.

#### **Linda & Archie Dunham Theater**

<b>Staff</b>	<b>Minimum Staff Required</b>	<b>Rate (Per Hour)*</b>	<b>Minimum Hours (Per Staff Member)**</b>
Technical Staff: Sound	1	\$107.30 per hour, per person***	4 hours
Technical Staff: Lighting	1	\$107.30 per hour, per person***	4 hours
Stage Hand(s)	0	\$50.40 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours



Ushers	4	\$15.60 per hour, per person***	4 hours
Police Officers	2	\$69.50 per hour, per person***	4 hours
Box Office Attendant(s)	0	\$37.80 per hour, per person***	4 hours

### **Mary Ann & J. Bruce Belin Chapel & Recital Hall**

<b>Staff</b>	<b>Minimum Staff Required</b>	<b>Rate (Per Hour)*</b>	<b>Minimum Hours (Per Staff Member)**</b>
Technical Staff: Sound & Lighting	1	\$107.30 per hour, per person***	4 hours
Stage Hand(s)	0	\$50.40 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours
Usher(s)	0	\$15.60 per hour, per person***	4 hours
Police Officer(s)	1	\$69.50 per hour, per person***	4 hours
Box Office Attendant(s)	0	\$37.80 per hour, per person***	4 hours

### **McNair Hall**

<b>Staff</b>	<b>Minimum Staff Required</b>	<b>Rate (Per Hour)*</b>	<b>Minimum Hours (Per Staff Member)**</b>
Technical Staff: Sound & Lighting	0	\$107.30 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours



Usher(s)	0	\$15.60 per hour, per person***	4 hours
Police Officer(s)	1	\$69.50 per hour, per person***	4 hours
Box Office Attendant(s)	0	\$37.80 per hour, per person***	4 hours

\*Fees are subject to change without notification, but reservations made with a deposit can hold a price.

\*\*The Office of University Events, Camps, & Conferences reserves the right to change these minimum hour staffing rates at any time.

\*\*\*If the facility rental goes beyond the previously agreed upon time frame, for all staff members involved, there will be additional hourly rates as well as a 5% surcharge incurred.

**Additional Staffing Information:** If no technical staff services are required, a fee of \$379 will be charged to the group to have Morris Cultural Arts Center personnel present to oversee the use of the Morris Cultural Arts Center facilities and equipment. An additional \$63.17 per hour will be charged if the group is utilizing the facility beyond the six-hour minimum rental requirement. Under supervision of the Morris Cultural Arts Center Technical Director, groups may bring in their own sound systems to use/supplement current equipment in these facilities. Stage protection must be brought by the client and placed under any outside equipment used on the stage. Additional staffing fees related to supervision may be imposed. Staffing level decisions will be made by the Office of University Events, Camps, & Conferences in consultation with Morris Cultural Arts Center Technical Director. The group is responsible for prepaying all staffing costs, which will be agreed to and reflected in the event proposal. All Morris Cultural Arts Center equipment must be operated by a Morris Cultural Arts Center staff member, university designee, or approved contractor.

**Additional Rentals:** Technical equipment needed for each event will vary based on the venue. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Cultural Arts Center. If HCU does not own equipment needed for a specific event, outside rentals must be coordinated through the Office of University Events, Camps, & Conferences and the Morris Cultural Arts Center Technical Director. Once the final payment is made, neither refunds nor substitutions for unused equipment will be made



<b>Equipment*</b>	<b>Rate**</b>
Projectors	\$850
Retractable Projection Screen	\$300
Portable LED TV	\$250
Confidence Monitor	\$200
Audio Consoles	\$200-\$800***
Speakers	\$200-\$1200***
Microphone Receivers	\$160
Microphone Transmitters (Bodypack, Handheld, etc.)	\$80
Monitors	\$15-\$25***
Tables (60" Rounds, 72" Rounds, Serpentine Serving, 8' Banquet, 6' Banquet, & Cocktail)	\$10 per table
Black Orchestra Chairs (Up to 200)	\$3 Each
Gray Folding Chairs (Up to 300)	\$1.50 Each
Pipe & Drape	\$25 per Section
Music Stands	\$1 Each
Conductor's Music Stand (Black, Gray, or Acrylic)	\$50 Each
Conductor's Platform	\$25
Standing Risers (Up to Six Sections)	\$20 per Section



Seated Risers (Up to Twenty Sections)	\$30 per Section
Podiums (Wooden, Wooden w/Cross, or HCU Glass)	\$100-\$150***
Acoustic Shell (Lighting not Included)	\$600
Piano	\$200
Piano Tuning	\$240
Piano Relocation	\$100 per Piano
Stanchions (Blue Tape or Red Rope)	\$15 Each
Flag with Stand (Texas, Christian, or American)	\$13 Each
Electric Organ	\$200
Pipe Organ	\$300
Dance Floor (16' Square)	\$600

\*A general (not exhaustive) list of equipment is provided here. For specialty audio and all lighting equipment rates, please contact the Office of University Events, Camps, & Conferences with specific event needs.

\*\*Fees are subject to change without notification, but reservations made with a deposit can hold a price.

\*\*\*Specific equipment rates vary by venue. Contact the Office of University Events, Camps, & Conferences about individual equipment rates.





**Pianos:** Pianos on campus are tuned by the university's tuner. No outside tuners may be brought in to tune the pianos. If your performance requires the piano(s) to be tuned just before or on the day of the performance, arrangements with the Office of University Events, Camps, & Conferences must be made at least 30 days in advance. An applicable tuning fee will be added to the event proposal for any tuning needs. If you wish to have a piano moved within the Morris Cultural Arts Center a one-time tuning fee and relocation fee will be added to the proposal.

**Payment:** All payments are due at least 10 business days prior to the event. No unused facilities will be credited once the final payment has been made. Payments may be made by a credit card, check, money order, or cashier's check made payable to Houston Christian University and sent to:

Attention: University Events, Camps & Conferences  
Houston Christian University  
7502 Fondren Rd  
Houston, TX 70774

Credit card payments can be completed online by clicking [here](#).

**Insurance\*:** All groups must submit a Certificate of Insurance with Houston Christian University as an additional named insured.\*\* Minimum coverage shall be in the following amounts and must cover actions by all those affiliated with the hosting group including participants:

**Type of Coverage:** Commercial General Liability

**Limit of Liability:** \$1,000,000

\*Those hosting personal events, such as weddings, receptions, or personal recitals will assume all liability when signing the event proposal and the university will not be held liable for any injuries to any participants or guests at their event.

***\*\* Effective June 1, 2024, HCU will require \$1,000,000 in sexual misconduct liability coverage from any third party that operates children's camps or other programs at all facilities.***

**W-9 Forms:** Presenter must submit a copy of their W-9 form to the Office of University Events, Camps, & Conferences when submitting deposits. W-9 forms are required for all events.



**Hold Harmless Agreement:** Each party shall save the other harmless from and against and shall indemnify the other for any liability, loss, costs, expenses, or damages howsoever caused by reason of any injury (whether to body, property, personal or business character, or reputation) sustained by any person or to any person or property by reason of any act of neglect, default, or omission of it or any of its agents, employees, or other representatives, and it shall pay all sums to be paid or discharged in case of an action or any such damages or injuries. Nothing herein is intended to nor shall it relieve either party from liability for its own act, omission, or negligence.

**Cancellations:** HCU can cancel any event at any time at the university's discretion. If HCU cancels because the group has violated the terms of the agreement, or because participants or attendees have violated laws or university policies, the group is obligated to make full payment of all fees under this agreement. Otherwise, termination by HCU shall result in a pro rata refund of the applicable fee, based on the portion of the reservation that was fulfilled, but less any expenses incurred by HCU. If the contracted facility is rendered unsuitable for the group's activity by reason of Force Majeure, HCU and the group are released from their obligations under the signed contract. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, war or any other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of HCU. Non-compliance with HCU event policy may result in forfeiture of deposit and/or loss of facility privileges in the future. Each agreement is personal, and the group shall not allow any other person, group, or entity to use the facilities during the scheduled time(s) without prior written consent from HCU.

#### **Event Cancellation Refunds**

<b>Days Before Event</b>	<b>Refunds Issued</b>
90+	100%
61-89	75%
60 or Less	0%



**Ticketing:** Any ticketing for seats in Dunham Theater or Belin Chapel & Recital Hall **must** be handled by Etix, HCU's approved ticketing vendor. By signing the prepared proposal for each event, the group agrees to the contract set forth between HCU and Etix. This includes fees charged by both Etix and HCU prior to the final settlement as provided to the group. Ticketing is setup through the Office of University Events, Camps, & Conferences. All ticketing revenue will be paid to the group by HCU, via check, approximately 30 days after the event. The Office of University Events, Camps, & Conferences reserves the right to retain 10 tickets to each performance for its personal distribution. No standing room tickets may be sold. Handicap accessible seating may not be sold to any able-bodied persons until all other seats in the venue have been sold.

**Ticket booth:** Upon request, the ticket booth will be open and selling tickets to patrons prior to the show and through intermission. All ticketing staff will sell tickets through 72t supplied by Etix and can also facilitate the pick-up of will call tickets. Staff for the ticket booth will be contracted through the Office of University Events, Camps, & Conferences at \$37.80 per hour. Etix set-up costs are \$75.60 per hour.

**Programs:** The Office of University Events, Camps, & Conferences reserves the right to be published in the official event program at no cost. It is the responsibility of the group to request the logos/graphics from HCU to meet their distribution deadline.

**Capacity:** The seating capacity of the Dunham Theater is 1,204. The client must notify the Morris Cultural Arts Center staff if the balconies or boxes are to be used for production purposes, as this affects safe staffing levels and ticketing specifics. If the number of guests at the event reaches the maximum occupancy of the space, the Morris Cultural Arts Center Staff will close the doors and no one else will be allowed into the theater so as to comply with Harris County Fire Code.

**Fire:** Any special effects, pyrotechnics, flame, or radiation of any kind must be approved by the Office of University Events & Conference in consultation with the University Risk Manager. All applicable city, state, and federal permits must be obtained by the group.

**Access:** No equipment or material may be delivered to Morris Cultural Arts Center prior to the reservation beginning unless prior approval is obtained from the Office of University Events, Camps, & Conferences. All equipment and materials must be removed immediately after the event's conclusion unless prior approval is obtained from the Office of University Events, Camps, & Conferences. No one is allowed in the seating, backstage, or support areas of Dunham Theater without a university employee present onsite.



**Advertising:** No advertising materials bearing the Joella & Stewart Morris Cultural Arts Center, Linda & Archie Dunham Theater, Mary Ann & J. Bruce Belin Chapel & Recital Hall, McNair Hall, Belin Green Room, or Houston Christian University names in any way may be distributed until a reservation has been confirmed and materials have been approved by the Office of University Events, Camps, & Conferences for content and suitability. The university reserves the right to refuse any advertising that does not represent the Joella & Stewart Morris Cultural Arts Center, Linda & Archie Dunham Theater, Mary Ann & J. Bruce Belin Chapel & Recital Hall, McNair Hall, Belin Green Room, and/or the university appropriately. Groups may not use HCU's name, seal, or imply HCU's endorsement of support without express written permission from an authorized HCU official.

**Banners and Signs:** Before being hung, all banners and signs must be approved by the Office of University Events, Camps, & Conferences. Nothing may be attached to any surface, using tacks, tape, or nails without prior approval. Additionally, any directional or event signage placed along the boulevard or in the grassy areas on stakes must be approved. Once approved signage is put in place, failure to properly remove this signage after the event will result in additional clean up charges.

**Food and Drink:** Food and drink are not permitted in Dunham Theater nor Belin Chapel at any time. ARAMARK Food Service has exclusivity and first right of refusal on campus for all food service needs. All catering equipment will be provided by ARAMARK. If desired, linens can be ordered through ARAMARK for an additional fee. ARAMARK provides a variety of preset options that can be viewed by clicking [here](#), but works with all desires to create a personal, one-of-a-kind event. All food charges will be added to the final invoice, prepared by the Office of University Events, Camps, & Conferences, and must be paid at least 10 business days prior to an event or sooner. All catering or concessions must be provided by ARAMARK, unless a waiver has been obtained from ARAMARK. No alcohol of any kind is permitted on campus. If permission to bring outside food and drink is granted to a specific group by ARAMARK, all drinks must be products of PepsiCo. This includes all concessions sold. No other products are permitted. If concessions are served by HCU staff in the Morris Cultural Arts Center during a performance, the group must guarantee \$300 in sales. The concession area will be open prior to the start of each event and at intermission, if applicable. If the group does not reach \$300 in sales, the balance will be billed or deducted from the deposit(s).



**Custodial:** Custodial staffing is \$37 per hour, per custodian with a 15% service fee added to the overall total. Groups inside the Morris Cultural Arts Center should expect:

Expected Attendance	Number of Custodians Required*
1-300	2
301-600	3
601-900	4

\*The Office of University Events, Camps, & Conferences reserves the right to adjust these numbers in conjunction with ARAMARK at any time. Custodial for outdoor spaces is determined by ARAMARK, at their discretion.

**Police:** HCU Police policy requires that at least one off-duty police officer is hired for events. Due to capacity levels, specific police staffing minimums will vary based upon the facility used and specific event details. Police staffing is \$69.50 per hour, per officer with a four-hour minimum. The group is responsible for providing all necessary safety instructions to all participants and attendees of the event. In the event of an emergency, HCU Police will need to be contacted at 281-649-3911. HCU Non-Emergency Police officers can be contacted at 281-649-3314.

**Personal Property:** Personal and organizational property should be safeguarded at all times. HCU is not responsible for the loss or damage of any personal or organizational property. Leaving items overnight for a multi-day event is done so at each group's individual discretion and risk.

**Smoking, Illegal Substances, and Alcohol:** HCU is a smoke-free campus and maintains zero tolerance for the use or possession of illegal drugs or alcohol of any kind.

**Parking:** Parking on campus is free; however, HCU reserves the right to charge for event parking, and parking cannot be always guaranteed. Arrangements for the parking and unloading of the group's vehicles must be made with the Office of University Events, Camps, & Conferences no fewer than 20 business days prior to the group's scheduled arrival time. Busses used for transportation (for any purpose) must coordinate all arrangements through the Office of



University Events, Camps, & Conferences, in conjunction with HCU Police, no fewer than 20 business days prior to the event.

**Inappropriate Behavior:** Inappropriate behavior on the part of the group, program participants, and/or audience may result in the cancellation or cessation of the event at the discretion of the Office of University Events, Camps, & Conferences or other university official. Inappropriate behavior includes, but is not limited to, the following:

- Obstruction of aisles, exits, doorways, stairwells, or passageways.
- Willful destruction of and/or damage to university facilities, property, or equipment.
- Failure to abide by any of the rules, procedures, or policies stipulated in this contract.
- Perceived danger to staff, patrons, or program participants.
- The event running one or more hours over its scheduled end time.

**Merchandising:** No merchandise may be sold without prior consent from the Office of University Events, Camps, & Conferences. The Morris Cultural Arts Center reserves the right to charge a fee of 15% of the proceeds of all merchandise sold on university property.

**Internet Access and Printing:** Wi-Fi access is available at no additional charge. On certain occasions there are scheduled Wi-Fi outages. If the event requires Wi-Fi access, please communicate with the Office of University Events, Camps, & Conferences to ensure that it will be available. Printing is not available for external events held on campus. For any printing or copy service needs, a Fed-Ex Office store is located on the Southwest Freeway, less than a mile from campus.

7457 Southwest Fwy, Suite 200  
Houston, TX 77074  
Phone Number: 713-271-6311

**Auxiliary Services:** The HCU Post Office is open Monday through Friday, 8 a.m.-4 p.m. and is located inside the MD Anderson Student Center. Before utilizing HCU Post Office services, prior arrangements must be made through the Office of University Events, Camps, & Conferences.



### Technical Specifications for Dunham Theater

Seating Capacity	
House Capacity	1202
Center Orchestra Seating	369
Left Orchestra Seating	144
Right Orchestra Seating	144
Center Parterre	144
Left Parterre	35
Right Parterre	35
Mezzanine Box Seating	54, 9 per Box
Balcony Seating	237
Balcony Box Seating	32, 8 per Box
Handicap Swing Seats*	12 (8 additional spots for wheelchairs)

\*In addition to the swing chairs listed above, there are removable seats available for wheelchair-bound individuals. The box seats of the balcony, first row of the balcony, left Mezzanine box seats, and orchestra seats are accessible without stairs. The Mezzanine and Balcony are accessible by one of two elevators and are the additional seats available for wheelchair-bound individuals.





Stage Dimensions	
Proscenium Opening	55.5' W x 28' H
Front to Main Curtain	14' D
Main Curtain to Back	37' D
Manual Orchestra Pit	36' W x 10' D at Center
Stage Wing (SR)	17.5' W x 37' D
Stage Wing (SL)	25.5' W x 37' D

**Concert Hall Shell:** The Morris Cultural Arts Center owns ten Wenger Diva Full-Stage Acoustical Towers. They can be arranged in three different configurations to create a full acoustic shell. There are three Diva Full-Stage Acoustical Ceilings, and all are hung on line sets.

**Rigging:** The W10 x 22 beams at the bottom chords of the roof trusses can support as much as a 3500 lb. point load at mid-span. The capacity increases moving the hanging point away from mid-span. The loft beams over the stage were designed to support 450 PLF of rigging. If the rigging is not being used, that capacity can be used to hang light trusses or other various elements. The loading bridge is located on Stage Right and is 6.83' wide and is equipped with balance weights. The lifting lines are .25" 7 x 19 A.C. cable (900 lb. working load limit and 8:1 safety factor). The breaking strength is 7200 lbs.

Battens	
Total number of line sets	29
Batten Length	63.75'
Batten Capacity	1700 lbs.
Electric Batten Capacity	2500 lbs.





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Line Sets		
#1	Proscenium Border & Legs	2' 1.5"
#2	Grand Curtain	2' 9.5"
#3	Electric #1	4' 9.5"
#4	Cloud #1	6' 9.5"
#5	Open	8' 9.5"
#6	Open	9' 5.5"
#7	Open	10' 1.5"
#8	Border	11' 5.5"
#9	Legs	12' 1.5"
#10	Electric #2	13' 5.5"
#11	Open	14' 1.5"
#12	Open	14' 9.5"
#13	Cloud #2	16' 9.5"
#14	Open	19' 5.5"
#15	Open	20' 1.5"
#16	Border	21' 5.5"
#17	Legs	22' 1.5"



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#18	Open	23' 5.5"
#19	Electric #3	24' 1.5"
#20	Cloud #3	26' 9.5"
#21	Open	28' 9.5"
#22	Open	29' 5.5"
#23	Border	30' 9.5"
#24	Open	31' 5.5"
#25	Open	32' 1.5"
#26	Electric #4 Cyc	33' 5.5"
#27	Upstage Traveler	34' 9.5"
#28	Open	35' 5.5"
#29	Cyclorama	36' 1.5"



### Sound System:

Stage Power	
Quantity	Item
1	3 Phase 120/208 Company Switch

On Stage Power	
Quantity	Item
1*	60 A, 3 Phase, 4W+G
1*	200 A, 3 Phase, 4W+G

\*Both are located Upstage  
Stage Left.

FOH Mix	
Quantity	Item
1	Yamaha CL5 72 Channel Digital Soundboard
1	Yamaha Rio3224-d I/O

Monitors	
Quantity	Item
12	EAW SM129zi
4	EAW JFX88
2	EAW JFX260i
2	EV ETX-12P

House Speakers	
Quantity	Item
3	EAW AX296
3	EAW AX364
2	EAW SB180zP
2	EAW SB250zP



Upper Balcony	
Quantity	Item
2	EAW MK8196

Mezzanine & Balcony Box	
Quantity	Item
10	EAW UB125e

Microphones	
Quantity	Item
2	Shure ULXD4Q Wireless Receiver
8	Shure ULXD1 Belt Pack
8	Shure ULXD2 Handheld (Beta87 Capsule)
10	Countryman Over the Ear
4	Shure Beta58
4	Shure Beta57
4	Shure SM58
4	Shure SM57
1	Shure Beta52

Microphones (Cont.)	
Quantity	Item
1	Shure SM91
4	Sennheiser 421 MKII
3	Sennheiser e604
4	AKG C451B
4	Shure Beta87C
8	Radial ProDI
4	Whirlwind Director
4	Whirlwind HotBox
4	Whirlwind Imp 2



Intercoms	
Quantity	Item
1	Clear-Com PL Pro MS-440
1	Clear-Com PL Pro RM-440
1	Clear-Com CM-944
10	Clear-Com RS-601
5	Clear-Com RS-701
4	Clear-Com CP-942A

**Lighting System:**

On Stage Power	
Quantity	Item
1	400 A, 3 Phase, 4W+G
1	100 A, 3 Phase, 4W+G

Lighting Control	
Quantity	Item
1	ETC Gio Console
350	ETC Dimmers
4	Portable 2-Port Nodes



Lighting Fixtures	
Quantity	Item
9	Altman 2000S
14	Philips PLCYC1 MKII
14	K9 Pup
76	Par 750
95	Source Four 750
10	Source Four 10 Lens
13	Source Four 14 Lens

Lighting Fixtures (Continued)	
Quantity	Item
34	Source Four 19 Lens
12	Source Four 26 Lens
14	Source Four 36 Lens
17	Source Four 50 Lens
2	Canto 1200msd/msr Follow Spots
4	Martin MH 1 Profile Plus
24	Blizzard ProPar z19 RGBW

Video Systems	
Quantity	Item
1	Panasonic PT-RZ12KU
1	Blackmagic ATEM TV Studio Pro HD*
1	Blackmagic HDL-SMTVHD
1	Tascam BD-10U

\*Equipped with a 24-foot wide projection screen.

Cyc can be used as an effect screen.



## Technical Specifications for the Belin Chapel & Recital Hall

### Audio System:

FOH Mix	
Quantity	Item
1	Yamaha M7CL-32

House Speakers	
Quantity	Item
2	EAW LA325
2	Bag End D12E-I

Front Fills	
Quantity	Item
4	Renkus-Heinz TRX42

Monitors	
Quantity	Item
4	EAW SM129zi
4	EAW JFX88

Microphones	
Quantity	Item
2	Shure ULXD4Q Wireless Receiver
8	Shure ULXD1 Belt Pack
8	Shure ULXD2 Handheld (Beta87 Capsule)

Lighting System	
Quantity	Item
1	ETC Gio @5
6	Source Four 750 (Stage Wash)



Video System	
Quantity	Item
1	Panasonic PT-RZ21KU
1	Blackmagic ATEM TV Studio HD
1	Tascam BD-10U
1	Retractable Projection Screen

By signing this agreement, I understand that all events held on campus must be in alignment with the university's Christian mission, purpose, vision, and [The Ten Pillars 2030: HCU Vision & Core Convictions](#).

By electronically or physically signing this document, I acknowledge that I have been given and read through the event policies related to the event my group is holding on the campus of Houston Christian University and that all policies, as outlined here, will be upheld by my group. Non-compliance with Houston Christian University event policies may result in forfeiture of deposits and loss of facilities privileges at Houston Christian University in the future.