



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

\*\* A deposit/security deposit is required to make formal reservations. No event will be added to the University Master Calendar without a deposit. A security deposit is applied to the final bill but is kept and used in the event of any damage incurred to the facility, overages in venue or labor time, and/or excessive cleaning needs. If there is no damage, the security deposit will be returned within 30 days of the event. If there is damage, the amount of repairs, equipment damage, and excessive custodial clean will be deducted from the security deposit. The group is financially responsible for all damages including, but not limited to, damages to persons, parties, food/or equipment. If damages exceed the deposit, the group will be billed for the remaining expenses. If more than one facility is used, you must pay all required deposits

\*\*\*The Office of University Events & Conferences reserves the right to change these set up fees at any time.

#### Additional Facility Considerations:



7502 Fondren Road • MCA 183 • Houston, Texas 77073 • Tel 281-649-3047 • [www.hbu.edu/events](http://www.hbu.edu/events)

6 ( H)5.1 (ou)7-3.953 -1.145 Td [(L)0.6 (a)98 (ps)4.5 (t)-7.1 ( )Tj.04 0 0 11.04 71(2 (n)12 (008 Tw 008-0. 14,.1 (ou 20 0 Td

**Insurance\*:** Groups must submit a Certificate of Insurance with Houston Baptist University as Additional Named Insured. Minimum coverage shall be in the following amounts and must cover actions by all those affiliated with the group hosting the event and 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 their guests at their event.

**W-9 Forms:** Presenter must submit a copy of their W-9 to the Office of University Events & Conferences when submitting their deposit. W9 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.



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

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

**Parking:** Parking on campus is free; although HBU reserves the right to charge for event parking. Parking cannot be guaranteed.

a.

Wheelchair Accessible Seating	12
Mezzanine Box Seating	54
Balcony Box Seating	32

\*The box seats of the balcony, first row of the balcony, left mezzanine box seats and orchestra seats are accessible without the use of stairs.





Microphones:

Quantity:

Item:

2	Shure ULXD4Q Wireless Receiver
8	Shure ULXD1 Belt Pack

8

## Technical Specifications for the Belin Chapel & Recital Hall

### Audio System:

FOH Mix:

Quantity:	Item:
1	Yamaha M7CL32

House Speakers:

Quantity:	Item:
2	EAW LA325
2	Bag End D12B

Front Fills:

Quantity:	Item:
4	RenkusHeinz 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: