



SETB Lecture Hall and 3rd Floor Conference Room



RENTAL RATES and FEES

at Texas Southmost College

	Lecture Hall	Conference Room
Rental Rate for Event Day Covers entire event day	\$1,000.00	\$300.00
Damage Deposit Refundable 30 days after event	\$500.00	\$150.00
Hourly Rate Day before event (setup or rehearsal only) If Rehearsal has an audience, Full Rental fee applies	\$75.00	\$45.00
Theater Technician	\$25/hr per tech	\$25/hr per tech
Security Officers	\$40/hr per officer	\$40/hr per officer
Custodial Fees (Setup/Teardown, Porters, Cleaning)	\$25/hr per person	\$25/hr per person
Capacity	350	50

Deposit: A security deposit of \$1000 is required to secure the date of your event. The total amount of your invoice must be paid in full at least one (1) month prior to the date of the event.

Damage Deposit: Damage Deposit will be returned (if applicable) thirty (30) working days after the event date. Any damages to the hall, tables, chairs or surrounding areas of the venue will be deducted from the damage deposit.

Security Officers: A minimum of one (1) security officer per 200 guests is required and must be on duty one (1) hour prior to event start and at least one (1) hour after event ends. Additional officers and extended hours may be required for events in which alcohol is served. TSC will determine the number of officers needed depending on the type of the event.

Custodial services: A minimum of two (2) porters are required during events to maintain the cleanliness of the facility(ies) and restrooms. TSC will determine the required amount of porters needed depending on the type of the event.

Theater Technicians are available for events that require special stage lighting, audio assistance or technical stage support at an additional hourly rate fee.

Alcohol Beverages: A certificate from the Texas Alcoholic Beverage Commission (TABC) must be filed with TSC prior to the event if any alcohol beverages will be sold to guest.

Parking: Available free of charge. Rental clients may not charge guests for parking.

For Questions please
Contact

Conference, Events &
leasing Department

956-295-3834
events@tsc.edu