



FORT BROWN MEMORIAL CENTER

at Texas Southmost College



TEXAS SOUTHMOST COLLEGE

RENTAL RATES and FEES

	Jacob Brown Auditorium	New Rates Effective 09/01/2024	Stillman Town Hall	Youth Center and Stokely Hall
Rental Rate for Event Day Covers entire event day	\$2,000.00	\$3,000.00	\$500.00	\$500.00
Damage Deposit Refundable 30 days after event	\$350.00	\$500.00	\$250.00	\$250.00
Hourly Rate If Rehearsal has an audience, Full Rental fee applies, 4 hrs. max	\$90.00	\$150.00	\$45.00	\$45.00
Theater Technician	\$25/hr per tech		\$25/hr per tech	\$25/hr per tech
Licensed Electrician	\$150.00		N/A	N/A
Security Officers	\$40/hr per officer		\$40/hr per officer	\$40/hr per officer
Custodial Fees (Setup/Teardown, Porters, Cleaning)	\$25/hr per person		\$25/hr per person	\$25/hr per person
Capacity	1500		120	230
Stage	64' x 35' Full stage curtains & lighting		30' x 12'	N/A

Deposit: A security deposit of \$1000 is required to secure the date of your event. Once contract has been signed 50% of the balance is due, the remaining balance 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

SPECIFICATIONS



FORT BROWN MEMORIAL CENTER

at Texas Southmost College

Jacob Brown Auditorium

(open floor auditorium / fixed balcony seating)

Total capacity: 1,500

Floor seating capacity: 1,050 with chairs

400-1,000 with tables depending on configuration

Balcony seating capacity: 500

Floor square footage: 10,426

Ceiling height from floor: approx. 35'

Stage square footage: 4,155

Stage visible dimensions: 64' wide x 35' deep

Stage height from audience floor: 4'

Stage load in door (4' above ground level): 8'6" high x 8' wide

Backstage entrance door: 6'6" high x 3'2" wide

Lobby square footage: 2,564

Lobby entrance doors: 7'8" high x 3'11" wide

Lobby ceiling height: 10'

The auditorium is equipped with stage lighting and 2 spotlights.

The auditorium is not equipped with a sound system.

Backstage area has dressing rooms, rest rooms,
and a kitchen with sink and counter space.

Stillman Town Hall

Total capacity: 120 (varies with tables and chairs)

Floor square footage: 1,979

Stage dimensions: 30' wide x 12' deep

Stage height from floor: 2'6"

Foyer square footage: 354

Stillman has 2 rest rooms and a small foyer.

Robert E. Lee Youth Center

Total capacity: 230 (varies with tables and chairs)

Floor square footage: 2,183

Youth Center has 3 rest rooms and 2 kitchens each with a sink.

Stokely Hall

Total capacity: 275 (varies with tables and chairs)

Floor square footage: 3,097

Foyer square footage: 234

Stokely has 2 rest rooms and a small foyer.