



CITY OF SAN ANTONIO  
**CONVENTION & SPORTS FACILITIES**

**ADDENDUM II – CLASSES I & II**  
**HENRY B. GONZÁLEZ CONVENTION CENTER**  
**& LILA COCKRELL THEATRE**

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**I. RENTAL PERIOD – ADDITIONAL FEES:**

- A. A rental “day” is defined as 6:00am to 11:59pm.
- B. If the time for the event goes past 11:59pm, the rental rate is an additional \$400.00 per hour or any portion of an hour. If move-in or move-out occurs between 12:00 midnight and 6:00am, the rental is an additional \$400.00 per hour or any portion of an hour.

**II. RENTAL OF MEETING ROOMS:**

**Included In Your Rental**

- 1. Rental includes one set-up (theatre, classroom, banquet seating or conference style). Set up includes chairs, 8'x15" classroom tables, 6'x30" & 8'x30" tables (for head tables and handouts), 66" round tables, and one lectern. Final set-up must be sent to your Event Coordinator a minimum of two weeks prior to the move in date. Any meeting room or ballroom information not communicated two weeks prior to the first move-in day of your event will result in the forfeit of the meeting or ballroom set at no charge. Set-ups received after that date will be charged on a per piece basis.
- 2. Any change to the original set up is a change and will result in additional fees. Changes result in a charge equivalent to the rental cost for all equipment in the resulting set up. Rental includes a maximum of four (4) risers to be used for head table. Additional risers are available at current rental rates. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
- 3. Table skirting for head tables, registration tables, and classroom tables is included upon availability of materials. All tables have Formica or aluminum tops.
- 4. Rental of meeting rooms for the purpose of exhibits or displays does not include the set-up or use of any Convention Center equipment, other than tables and chairs needed for food service. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
- 5. Banquet tables required for non-food functions are available for an additional charge. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
- 6. Rental does not include audio equipment. Refer to **Section IX** for information on preferred A/V provider.
- 7. Rental includes normal A/C or heating, excluding move-in and move-out times. A/C or heating is at an additional fee during move-in and move-out times. Refer to **Section XI** Rate Schedule.
- 8. Water pitchers are provided for head tables and conference-style room set-ups only. Contact **The RK Group** for all other water services.

**General Policies**

- 9. Normal housekeeping services are provided excluding the property of others.
- 10. A clean-up fee may be assessed for any meeting space which requires excessive trash removal or special post-event cleaning:
  - a. Meeting Rooms                      \$75.00 - \$250.00
  - b. Ballrooms                              \$250.00 - \$500.00
  - c. The LDR                                \$500.00
- 11. Carpeted Areas: If any carpet is driven over by a motorized vehicle, that area must be protected from damage. The mandatory method of protection is additional clean carpet laid upside down on the area to be driven upon. Masonite or Visqueen are acceptable options. No other method will be permitted.
- 12. Rigging or hanging from the ceilings is prohibited in all meeting rooms and ballrooms (excluding Hemisfair Ballroom and Stars at Night Ballroom), except as allowed by the exclusive rigging contractor.
- 13. Tape, adhesive products of any kind or puncturing items such as staples, tacks and nails may not be attached to any walls, doors or glass within the facility.

### III. RENTAL OF BALLROOM:

#### Included In Your Rental

1. When used for the purpose of general assembly, ballroom rental includes theatre style seating up to the stated maximum capacity. When used for a food function, ballroom rental includes banquet seating up to the stated maximum capacity. Final set-up must be sent to your Event Coordinator a minimum of two weeks prior to the move in date. Any meeting room or ballroom information not communicated two weeks prior to the first move-in day of your event will result in the forfeit of the first meeting room or ballroom set at no charge. Set-ups received after that date will be charged on a per piece basis.
2. Set up includes chairs, 6'x30" & 8'x30" tables (for head tables and handouts), 66" round tables, and one lectern. Additional chairs and tables are available at current rental rates. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
3. Any change to the original set up is a
4. change and will result in additional fees. Changes result in a charge equivalent to the rental cost for all equipment in the resulting set up. For more details, please contact your Events Services Coordinator.
5. Rental includes a maximum of four (4) risers to be used for head table. Additional risers are available at current rental rates. Note these are not performance risers. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
6. Some table skirting (for head tables, registration tables, classroom tables) is included upon availability of materials. All tables have Formica or aluminum tops.
7. Rental of ballrooms for the purpose of exhibits or displays does not include the set-up or use of any Convention Center equipment, other than tables and chairs needed for catering food service. Tabletop exhibits only are allowed in the Stars at Night Ballroom.
8. Banquet tables required for non-food functions are available for an additional charge. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
9. Rental does not include audio equipment. Refer to **Section IX** for information on preferred A/V provider.
10. Head table water, as requested by the Licensee, is provided at no charge. This water service is refreshed throughout the day.
11. Rental includes normal A/C or heating, excluding move-in and move-out times. A/C or heating is at an additional fee during move-in and move-out times. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.

#### General Policies

1. Normal housekeeping services are provided excluding the property of others.
2. When ballrooms are utilized for exhibits or displays, a one-time clean-up fee of \$250.00 - \$750.00 per ballroom will be charged to Licensee. Contact your Event Manager for details.
3. Carpeted Areas: If any carpet is driven over by a motorized vehicle, that area must be protected from damage. The mandatory method of protection is additional clean carpet laid upside down on the area to be driven upon. Masonite or Visqueen are acceptable options. No other method will be permitted.
4. Rigging or hanging from the ceilings must be coordinated through the exclusive rigging contractor.
5. Tape, adhesive products of any kind or puncturing items such as staples, tacks and nails may not be attached to any walls, doors, or glass within the facility.

### IV. RENTAL OF EXHIBIT HALLS:

#### Included In Your Rental

1. Rental **does not** include the set-up or use of any Convention Center equipment unless exhibit space is utilized for general sessions. Final diagram and set up must be sent to your Event Coordinator a minimum of twelve weeks (12) prior to the move in date. Diagrams received after that date will be charged on a per piece basis for general sessions and are subject to overtime fees for all other type of functions. Tables & chairs for food service areas provided by our subcontractor inside the exhibit space are provided at no charge. Additional seating available at \$1.50 per chair. Refer to **Section XI** Equipment Rental.

2. Rental does not include audio equipment. Refer to **Section IX** for information on preferred A/V provider.
3. Rental includes normal A/C or heating, excluding move-in and move-out times. A/C or heating is at an additional fee during move-in and move-out times. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule

### **General Policies**

1. Normal housekeeping services are provided excluding the property of others.
2. Exhibit hall clean-up is provided as part of your rental agreement. However, an excessive clean-up fee may be assessed if warranted (wooden pallets, glass, grease/oil stains, etc.):
  - Exhibit Halls 1-2-3-4           \$750.00 up to \$1500.00 per hall
  - Bridge Hall                   \$350.00
3. Food Shows require floor protection in food preparation areas.
4. For any public ticketed event in an exhibit hall:
  - All ticket sales for public events must be sold through Ticketmaster, the exclusive ticketing agent.
  - All ticket sales are subject to convenience charges whether sold through a Ticketmaster outlet, by phone, or Internet. Tickets sold at The Alamodome Box Office, are not subject to a convenience charge.

### **V. PUBLIC ACCESS SPACES:**

The Henry B. Gonzalez Convention Center is a public facility and is open to the public. Public Space and Public Licensed Space (defined below) must remain open for safety purposes and public access to other public areas and facilities in and around the facility.

Public Space and Public Licensed Space adjacent to client's Licensed Premises may be used for directional signage, registration tables, information kiosks, or limited casual seating upon approval of the Event Services Manager. Existing signage, artwork, furnishings or in-house advertising displays may not be covered, moved, or altered.

**Licensed Space** – Space that is rented by the Licensee as “Licensed Premises” in the Short-Term License Agreement where the public is restricted and can only be accessed by event attendees. This definition includes, but is not limited to, exhibit halls, ballrooms, meeting rooms, LDR, the Lila Cockrell Theatre, the Boardroom, and Bridge Hall if included in the Licensee’s Space Addendum.

**Public Space** – All areas that are not “Licensed” and are always available for public access, such as the Entrance Lobby, Theatre Foyer, Hall of Statues, and all other hallways. The outdoor Theatre Plaza is a public area shared with the adjacent hotel; approved ground-supported entrance units may be installed at the entrance portals only if client has the west side of the Convention Center contracted.

**Public Licensed Space** – Any space that is open to the public but can be licensed under certain circumstances and limitations including, but not limited to, Tower View, Park View, Merida Plaza, patios and terraces, and the Grotto.

## VI. RENTAL OF LILA COCKRELL THEATRE:

### Included In Your Rental

1. Rental includes twelve 8'x30" or 6'x30" tables, and up to 24 chairs. Additional equipment will be charged at current rates. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
2. Normal housekeeping services are provided, excluding the property of others. Additional clean up fees may result from the use of production-related or decorative items in the seating area including, but not limited to streamers or confetti (if approved), brochures, other pre-set items, etc.
3. Rental **does not** include stagehands, house technicians, soundboard/lightboard operators, spotlight operators, security (Off Duty PD), Fire Marshalls, ushers (City event staff), ticket takers (City event staff) or other needed personnel. Licensee must make necessary arrangements to employ such staff, as approved by the Convention Facilities Director or his designee.
4. **Audio:** Use of the **Basic Sound System**, inclusive of three (3) wired microphones is included in the Theatre rental. For additional A/V needs, refer to **Section IX** for information on preferred A/V provider.
5. Use of an **Enhanced Sound System** is available for those who place a premium on sound. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule for costs and details of the upgraded system. For more technical details pertaining to the audio systems, contact the Stage Coordinator at 210-207-8525.
6. **Lighting:** House lights and 20 stage/theatrical lights (with the exception of spotlights) are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. For technical details pertaining to the lighting systems in the Lila Cockrell Theater, contact the Stage Coordinator at 210-207-8525.
7. Rental includes normal air conditioning (A/C) or heating during event hours, inclusive of appropriate pre-cooling / heating time. Upon request, A/C or heating is available during move-in, move-out and rehearsal times for an additional fee. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.

## **General Policies**

8. The location of the Lila Cockrell Theatre is at a main access point into the Henry B. Gonzalez Convention Center. Attendees, displays and all theatre related events must be contained to the Theatre lobby area and in no way block or obstruct the main concourse entry. Security personnel may be required to ensure such action, or the Facilities Director may order such personnel at the licensee's expense. The main concourse area is classified as Public Access area and may not be used for registration, practice, rehearsals, dining, or a congregation area by the theatre users.
9. Food & beverages are not permitted within the main house seating area of the theater. Licensee will incur an additional clean-up fee of \$300.00-\$500.00 if food or beverages are taken into the main house, clean-up fee also applies to all types of glitter, confetti, and adhesive stickers.
10. The Green Room is to be held exclusively for main performers. Production offices and crews are prohibited. If damages or loss occur to the room, Licensee will be responsible.
11. A Convention Facilities house technician must be on duty during all hours of an event when the theatre's sound or lighting systems or other related house equipment is in use. House technicians may be required prior to and after your event hours to set up, test, monitor and strike any facility systems or equipment.
12. House technicians are provided Monday – Saturday during normal business hours (8:00 AM to 6:00 PM) at no charge to Licensee. Beyond that, the Licensee is responsible for arranging for the house technician(s) after 6:00 pm, Monday – Saturday and for Sunday's and City-recognized holidays by calling the Stage Coordinator at 210-207-6301 or your assigned Event Services Coordinator. A House Technician is required to be onsite while cast, crew or other event related personnel are onstage, in the auditorium or are using LCT technical systems. The cost for a house technician will be reflected on the final invoice to Licensee. Refer to **Section XI** Equipment Rental, Services & Labor Rate Schedule.
13. There is an \$1,500.00 charge to remove or raise the **Orchestra Pit Filler**. The orchestra pit filler requires one full day prior to event move-in to raise or remove, and one full day after event move-out to restore. Requests to raise or remove must be received two (2) weeks in advance of event date and are subject to availability of both time and labor. Requests to adjust pit filler within 72 hours of event move-in or start time will incur a 50% upcharge of \$750.00.
14. To remove the back seating area and install the portable A/V riser platform, a \$200.00 charge will be assessed.
15. For public events where tickets are sold or are issued to participants, an additional **\$3,000.00 damage deposit** may be required to guarantee payment for any damages to the premises, or the exhibition of entertainment not allowed by contract. Deposit is due 30 days prior to the first contracted date, and is payable only by money order, cashier's check or cash.

## **Theatre Event Security & Event Staffing**

16. The San Antonio Police Department (SAPD), through its Off-Duty Employment Unit (ODEU), has an exclusive contract with the City of San Antonio to provide all event security services in all City operated public assembly facilities. As a result, it is necessary to distinguish between those event security activities (exclusive to the SAPD) and other event staffing related activities. The following definitions are intended to clarify this issue. For additional clarification or questions, please contact your Event Services Coordinator or the Facilities Security Manager.
17. **Definitions:**
  - a. **Event Security:** The SAPD-ODEU is the exclusive provider of all "Event Security". These exclusive event security services include but, not limited to the following.

- **Over Night Security** - Any overnight post required for general exhibit hall rovers, booth specific, meeting rooms, and ballrooms, loading docks or exterior.
  - **Alcohol Control** - Any event function at which alcohol is being served must be staffed by an Off Duty Police officer. The ODEU will determine the number of officers required based on the expected attendance and location of the function.
  - **Traffic Control** - Loading Docks for move in and move out and Shuttle Bus staging.
  - **Armed Security**
  - **Rovers**
- **Public Shows:** SAPD presence is required during hours open to the public. You **must** contact the SAPD Office of Off-Duty Employment at 210-207-7020, for your specific show requirements.
- b. **Event Staffing:** Other event staffing related services, those services not included within the exclusivity of the ODEU are termed “Event Staffing” services. These services include the following:
- **Badge Checkers / Door Monitors**
  - **Ushers / Ticket Takers**
  - **Meeting Room Monitors**
18. If event is open to the public, ushering services are required. The suggested *minimum* staffing levels for “Public / Ticketed Events” (typically Class I & II) are as follows. Please contact your Event Services Coordinator for more details.
- |                         |                   |   |                                      |
|-------------------------|-------------------|---|--------------------------------------|
| ▪ Lower-Level Events -  | 17 Ushering Staff | + | Off Duty Police Officers as required |
| ▪ Full Theater Events - | 21 Ushering Staff | + | Off Duty Police Officers as required |
19. The Convention Facilities Director, his designee (Facilities Security Manager, Event Services Manager) or SAPD-ODEU representative may modify event security requirements at any time in accordance with facility policies and / or recommendations from the federal Office of Homeland Security.
20. **Fire Inspectors:**
- a. The Uniform Fire Code Article 403.1 specifies that when, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.
- b. Typically, the Fire Inspector(s) will be assigned approximately 30 minutes prior to opening of the doors to the Theater (glass doors). Fire Inspectors will be scheduled for a minimum 3-hour shift.
- c. Customers are responsible for contacting the San Antonio Fire Department’s Special Events Coordinator’s Office at (210) 207-3695 for billing information and current rates. Licensee will be billed directly by the Fire Department at current rates.

**VII. TICKETING**

- A. For events open to the General Public:
1. All ticket sales for public events must be sold through Ticketmaster, the exclusive ticketing agent.
  2. All ticket sales are subject to convenience/process charges whether sold through a Ticketmaster outlet, by phone, or Internet. Tickets sold at The Alamodome Box Office, are not subject to a convenience charge.
  3. Box office staff required. Fee: Manager \$50.00 per hour, Supervisor \$35.00 per hour, Seller \$20.00 per hour

**VIII. EXCLUSIVE SERVICES**

- A. **Business Center Services** – **The UPS Store / 210-258-8950**
- Exclusive business center services include, but are not limited to, word processing, copying, parcel shipping (excluding exhibitor/event materials that are sometimes shipped by the decorator), and the selling of assorted office supplies. Any on-floor sales of these services are considered exclusive.

**B. Catering –**

**RK Culinary Group / 210-225-**

4535

Food and Beverage catered functions are to be arranged through the exclusive caterer. Any exhibitor providing food or beverage (including alcohol) items, must receive authorization from the Convention Facilities and the Exclusive Caterer.

**C. Concessions / Novelties –**

**RK Culinary Group / 210-225-**

4535

This exclusive concessionaire reserves the right to open concession and/or novelty stands for Class I events (all public events). For Class II and Class III events, concessions will be opened at the request of the LICENSEE. The Convention Facilities Director will exercise the right to determine when alcoholic beverages will not be sold at public events. Exceptions to the sale of alcoholic beverages at public events include specific circumstances of public safety; religious and/or age groups will be reviewed on an individual event basis.

**D. Event Security –**

**San Antonio Police Dept / 210-207-7020**

The San Antonio Police Department (SAPD) Off-Duty Employment Unit (ODEU) is the exclusive provider of all “Event Security” services for the San Antonio Convention Facilities, including move-in and move-out monitoring; overnight customer required security within the facility, events serving alcohol; and vehicular traffic related services, i.e. shuttle service. Although the San Antonio Convention Facilities Department has established suggested minimum event security and event staffing levels, the SAPD ODEU coordinator has the final authority to determine the required “Event Security” staffing level for each event. Security is at the expense of the Licensee. Customers may hire an event staffing company to perform non-security related functions, i.e., badge checkers and door monitoring.  
*(Refer to Addendum III for details.)*

**E. Telecommunication Services/Connections –**

**Smart City Networks / 210-258-8900**

Telephone, Internet and data networking services are provided by an exclusive contractor.

**F. Utilities (Electrical, Industrial Air, Industrial Water) –**

**Edlen Electric / 210-662-9450**

E-mail: [sanantonio@edlen.com](mailto:sanantonio@edlen.com)

Web Site: [www.edlen.com](http://www.edlen.com)

**Event Electrical Services by Freeman, Inc. / 210-227-0341**

E-mail: [freemansanantonioes@freemanco.com](mailto:freemansanantonioes@freemanco.com)

Web Site: [www.freemanco.com](http://www.freemanco.com)

Arrangements for connection to all electrical, industrial air, and water must be made through one of the approved exclusive utilities services contractors.

**G. Rigging Services –**

**Encore Global AV / 210-308-0182**

All rigging services in the Convention Center are provided by the exclusive contractor.

**H. Fire Inspector**

**Special Events Office / 210-207-**

3695

The San Antonio Fire Department Special Events Office is the exclusive provider of all Fire Inspector services. These services include but are not limited to review of submitted floor plans, vehicle inspections, food booth inspection, hazing, pyrotechnic displays and on-site inspections. The San Antonio Fire Department has final authority on all Fire Code related issues and occupancy levels. The SAFD Special Events Office has final authority to determine the required staffing level for each event.

Services provided include:

On-Site Inspector (2 Hour Minimum)	Hourly fee required.
Food Booth Inspection	Fee Required
Vehicle Check	Fee Required
Hazing / Pyrotechnic Display	Fee Required
Assembly: Floor Plan review / On-Site Inspection	Fee Required
Other Services –	

Contact the Special Events Office at (210) 207-3695 for current rates.

Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

**IX. PREFERRED SERVICES**

**Audio / Visual –**

**Encore Global AV / 210-308-0182**

**X. EVENT SECURITY / EVENT STAFFING (Refer to Addendum III for details)**

**XI. EQUIPMENT RENTAL, SERVICES & LABOR RATE SCHEDULE (equipment subject to availability)**

**A. Room Set Equipment:**

- Chairs – Exhibit Halls, Meeting Rooms & Ballrooms (Grey) \$1.50 each
- Tables (6' x 30", 8' x 30", 8' x 15") \$12.00 each
- Banquet tables (66" round) \$12.00 each
- Risers (4' x 8') (note these are not performance risers) \$22.00 each.
- Dance floor (3' x 3' sections) \$6.00 each
- Meeting room lecterns \$40.00 each / per day

**B. Miscellaneous Equipment:**

- Compactor / Open-top Pull Fee \$600.00
- Lost Key Charge \$200.00 per key
- Lost / Replaced Access Card \$50.00 per card.

**C. Video Patch Fees:**

- Video Patch / Tie Fee (not Time Warner) \$15.00 per patch / per day or \$300.00 per event max
- Satellite Tie-in Fee (from roof pad to central A/V) \$50.00 per patch / per day

**D. Lila Cockrell Theatre Sound & Lighting Packages:**

• **BASIC SOUND SYSTEM**

**(Included in Theatre rental)**

Includes a small Ashley 206 six-channel mixer, rack-mounted, located backstage left, allowing the use of up to six microphone inputs and one-fold back mix to monitor wedges, maximum of two (2) stage wedges. Three (3) basic wired microphones, CD Player, Auxiliary Input and 3 clearcom sets included. Also includes use of entire LCT speaker system, contact Stage Coordinator at 210 207 8525 for Details. included. Also includes the full-range front of house cabinets. Center cluster is gratis for customers using balcony levels. Facility "approved" personnel required to run sound, light, and rigging systems. If facility personnel are available to operate systems, current labor rates will apply. Sub cabinets and audience front-fill speakers **are not** included. Effects and graphic EQs **are not** included with this package. **Audio technician is not included.**



- **ENHANCED SOUND SYSTEM (\$750.00 a day)**

Includes a Yamaha CL5 Audio console with up to 90 inputs and 40 outputs via 3 Yamaha RIO racks. Four (4) basic microphones, four (4) premium microphones, two (2) wireless microphones, four (4) stage monitors and 5 clearcom sets included. **Audio technician is not included.**

- **LIGHTING**

House lights and 20 additional lights (**with exception of spotlights**) are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. **Lighting technician is not included.**

- Additional Light Fixtures \$7.00 each / per day or \$500.00 per day max
- Spotlights \$25.00 per hour (or any portion thereof)

- **House Projectors (Theater only) (\$750.00 each a day, or both for \$1500.00 a day)**

The Lila Cockrell has two (2) projectors permanently installed which can be sent signal via an HDMI or HDS DI (BNC) connection. The theatre does not provide a video switcher.

- **AUDIO PATCH FEES (Theater only)**

- Recording-Out Patch Fee \$20.00 per patch / per day or \$400.00 per event max
- Audio-In Patch Fee \$35.00 per patch / per day or \$700.00 per event max

**E. Overtime Labor: (City Employees, not stagehands)**

- **House Technician** \$30.00 per hour  
*Tech. labor for system troubleshooting and house system monitoring.*

**F. HVAC: (Cooling or Heating during nonevent hours) \$10 per unit / per hour**

**I. Sponsorship and Branding:**

**A.** The HBGCC offers a variety of advertising and sponsorship locations to boost exposure for your exhibitors and sponsors. Our sponsorship and advertising locations are linked to the space contracted for your event, but additional display options are available. Contact your Sales or Event Coordinator or email: [CSEFinfo@sanantonio.gov](mailto:CSEFinfo@sanantonio.gov).

- Rental rates include however no limited to:
  - Banners
  - Column Wraps
  - Digital Displays
  - Floor Clings
  - Free-Standing Signage/Meter Boards
  - Glass Railings/Panel Clings
  - Gobos
  - Trashcans
  - Wall Graphics/Window Clings

Rental does not include production, installation, or removal. These services are available from PSAV, RK Group or your production company.