



# FORT BROWN MEMORIAL CENTER

at Texas Southmost College



## RENTAL RATES and FEES

	Jacob Brown Auditorium	Stillman Town Hall	Youth Center and Stokely Hall
<b>Rental Rate for Event Day</b> Covers entire event day	\$2,000	\$500	\$500
<b>Damage Deposit</b> Refundable 30 days after event	\$350	\$250	\$250
<b>Hourly Rate</b> Day before for set-up/rehearsal	\$90/hr	\$45/hr	\$45/hr
<b>Hourly Rate</b> Additional consecutive days	\$45/hr	\$45/hr	\$45/hr
<b>Theater Technician</b>	\$25/hr per tech	N/A	N/A
<b>Security Guards</b>	\$25/hr per guard	\$25/hr per guard	\$25/hr per guard
<b>Licensed Electrician</b>	\$150	N/A	N/A
<b>Porters</b>	\$22/hr per porter	\$22/hr per porter	\$22/hr per porter
<b>Table/Chair Set-up</b>	\$22/hr per worker	\$22/hr per worker	\$22/hr per worker
<b>Capacity</b>	1,500	120	230
<b>Stage</b>	64' x 35' Full stage curtains & lighting	30' x 12'	N/A

**Deposit:** A 50% deposit of the total cost + full damage deposit is required at the time reservation is made. The balance must be paid in full at least one (1) month prior to the date of the event.

**Damage Deposits:** are returned by USPS mail. Any damages to the hall, tables, chairs or surrounding areas of the hall will be deducted from the damage deposit.

**Theater Technicians:** are available for events that require special stage lighting, audio assistance or technical stage work.

**Security Guards:** One (1) guard per 200 guests are required and must be on duty one hour prior to event start and at least thirty (30) minutes after the event ends. Additional guards and extended guard hours may be required for events in which alcohol is served.

**Porters:** A minimum of one (1) porter is required during events to maintain the cleanliness of the hall and restrooms. Large events in the performance hall require two (2) porters.

**Alcoholic Beverages:** A certificates from the Texas Alcoholic Beverage Commission (TABC) must be filed with TSC prior to the event if any alcoholic beverages will be sold to guests.

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

For Questions please  
Contact

Conference, Events &  
Leasing Department

956-295-3695  
events@tsc.edu

# SPECIFICATIONS



## FORT BROWN MEMORIAL CENTER

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### 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.



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