**Historic Lobo Theater Booking Guidelines**

Welcome to the Historic Lobo Theater! We are thrilled to be a part of your special event and want to ensure a smooth and memorable experience for you and your guests. Please carefully review our booking guidelines below:

**1. Event Types We Accommodate**

We proudly host a variety of events, including but not limited to:

* Live concerts and performances
* Weddings and receptions
* Corporate events and conferences
* Private parties and celebrations
* Film screenings and premieres

**2. Booking Process**

To secure a date for your event:

1. **Initial Inquiry:** Contact us via our website or email at sales@loboabq.com.
2. **Event Proposal:** We will provide you with a customized event proposal detailing venue availability, pricing, and options.
3. **Contract & Deposit:** A signed contract and a non-refundable deposit (50% of the venue fee) are required to confirm your booking.
4. **Final Payment:** The remaining balance is due 14 days before your event date.

**3. Venue Access & Setup**

* **Access Times:** Venue access for setup and breakdown will be outlined in your contract.
* **Decorations:** All decorations must be approved by the venue team. No nails, glue, or permanent adhesives allowed.
* **AV Equipment:** Our in-house AV system is available for use. If you have specific technical requirements, please inform us in advance.

**4. Catering & Bar Services**

* We offer a full-service bar with customizable drink packages.
* Outside catering is allowed, but caterers must provide a copy of their license and insurance.
* All alcohol must be provided and served by Lobo Theater staff.

**5. Cancellation Policy**

* Cancellations made **60 days or more** prior to the event will receive a partial refund (excluding the non-refundable deposit).
* Cancellations made **less than 60 days** before the event are non-refundable.

**6. Additional Information**

* **Capacity:** Our maximum capacity is [insert capacity here] guests.
* **Parking:** Limited parking is available on-site. Additional public parking is nearby.
* **Security:** Security may be required for certain events, with costs included in your event proposal.

**Contact Us**

For any questions or to start planning your event at the Historic Lobo Theater, please reach out to us:

* Email: sales@loboabq.com
* Phone: (505) 541-1610
* Website: www.loboabq.com

We look forward to making your event unforgettable!