

Plaza Theatre Private Tours

DESTINATION EL PASO



Booking & Inquiries

- Online: elpasolive.com/venues/plaza/tours
- Email: Diana Thornton – dthornton@destinationelpaso.com



Tour Scheduling & Coordination

Available by request and subject to:

1. Theatre availability and approval by Destination El Paso
2. Availability of a trained docent from the El Paso Community Foundation

Tour Scheduling Process

1. **Private Tour Requests** (Handled by Destination El Paso):
 - Group size
 - Special needs or accessibility requirements
 - Caregiver/attendant details
 - Transportation and security needs
2. **School Tour Requests** (Handled by Destination El Paso):
 - Educational objectives
 - Number of students and teachers
 - Special accommodations
 - Drop-off/pick-up coordination



Tour Guidelines & Policies

1. **Backstage Access:**
 - No access to the McKee Stage House (including back of house, stage, etc.)
2. **Performance Days:**
 - No tours during scheduled performances.
3. **Group Size Limits:**
 - Max 40 people per tour
 - Groups over 25 people require two Security guards

- Special needs tours limited to 10 participants
- 4. **Children:**
 - No children under 12 years old (including infants) allowed in upper levels (mezzanine, balcony, Alcantar Sky Garden) without docent and Security approval
- 5. **Advance Booking:**
 - Tours must be booked no more than one (1) month in advance
 - All tours are subject to cancellation
- 6. **Cost:**
 - All tours are free of charge
- 7. **Summer Restrictions:**
 - No tours in June, July, or August when AC is turned off on non-performance days
 - Exceptions: During events such as the Plaza Classic Film Festival, when cooling is active (at Destination El Paso's discretion)
- 8. **Tour Start & Duration:**
 - Begins in MacGuire Hall
 - Length: Up to 90 minutes
 - First 15–20 minutes: Intro/history session
 - Doors lock after tour departs; late arrivals will not be admitted
- 9. **No-Shows:**
 - If no guests arrive within 15 minutes, the docent may leave and will notify the Box Office
- 10. **Tour Separation:**
 - Public and private tours will not be combined to ensure a quality experience for all
- 11. **Conduct Policy:**
 - Docents and Security reserve the right to remove disruptive participants (e.g., wandering off, talking over the docent, failing to follow instructions)
- 12. **Media & Privacy:**
 - Organizers agree not to publicize private tour details via media, social media, email blasts, or similar channels
- 13. **Special Needs Disclosure:**
 - Organizers agree to provide a list of guests requiring accommodations (wheelchairs, walkers, cognitive delays, etc.)
- 14. **Photography Guidelines:**
 - Personal photography is allowed for private use (including personal social media)
 - Not permitted for use in promotional materials, websites, or social media intended for organizational advertising
- 15. **Parking:**
 - Attendees are responsible for parking
 - Paid parking is available at meters, nearby garages, and the El Paso Convention Center at posted rates



Contact Information

For any inquiries or additional questions, please reach out to:

Diana Thornton

Destination & Services Manager - Visit El Paso

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