

**Pasadena Convention Center & Fairgrounds  
FEE SCHEDULE**

The Pasadena Convention Center will accept the following forms of payment: cash, money orders, cashier's checks, personal or business checks and credit cards along with a valid ID.

**ALL DEPOSITS MADE WITH THE PASADENA CONVENTION CENTER ARE NON-REFUNDABLE.**

**1. PASADENA CONVENTION CENTER**

The basic rental rates of the facility include air conditioning, heating, lighting, water, reasonable janitorial services and the bleacher seating system. In the event of excessive janitorial services, the Director reserves the right to deduct additional cleaning charges from the security deposit.

Entire facility (includes meeting rooms)	\$2,750.00 per event day
Mini Hall (A, B, C or D)	\$450.00 per event day
E Hall	\$1,050.00 per event day
A&B OR C&D	\$825.00 per event day
A, B & E, or C, D & E	\$1,650.00 per event day
Room 102 (968 sq. ft.)	\$165.00 per event day
Room 103 (648 sq. ft.)	\$110.00 per event day
Combination of rooms 102 & 103 (1616 sq. ft.)	\$220.00 per event day
Room 107 (783 sq. ft.)	\$135.00 per event day

**2. FAIRGROUNDS & FAIRGROUND FACILITIES**

Entire Fairgrounds and Fairground facilities	\$3,500.00 per event day
Ross Kelley Rodeo Arena	\$1,100.00 per event day
(+ Suites)	\$ 500.00 per event day
Campbell Hall	\$ 825.00 per event day
FFA Pavilion	\$ 325.00 per event day
Midway	\$ 750.00 per event day
Barbeque Pavilion	\$ 250.00 per event day
(+BBQ Pit)	\$ 100.00 per event day

**3. ELECTRICAL**

Single standard 110 volt 20 amp receptacle (female)  
Available at the Pasadena Convention Center, Campbell Hall and FFA Pavilion

1 day	\$35.00
2 day	\$45.00
3 day	\$55.00

Single five-wire 120/208 volt 3 phase wye 30 amp receptacle (female)

Available at the Pasadena Convention Center

1 day	\$55.00
2 day	\$65.00
3 day	\$75.00

**4. MOVE-IN & MOVE-OUT**

Move-in and move-out rates shall be half of the daily rental rate.

Example: \$2,000.00 rent: \$1,000.00 move-in or move-out per 24 hour consecutive time period

Air conditioning or heating will be provided on event days only. If air conditioning or heating is required by the Occupant on a move-in or move-out day, the Occupant must pay the event day rate.

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**5. MISCELLANEOUS EQUIPMENT AND SERVICES**

Tables	\$6.50 each per event	
Chairs	\$1.25 each per event (formed plastic)	
	\$3.50 each per event (banquet)	
Podium	\$30.00 each per event	
Electrical Cords and Power Adapters	\$10.00 each per event (\$100 if not returned)	
Stanchions	\$5.00 each per event	
Sound System	\$155 each per event	
Microphone	\$75 each per event	
Stage (4'x8' sections)	\$11.00 each per event (includes backdrop and skirting)	
(Staging available in Pasadena Convention Center and Campbell Hall only)		
Spotlights	\$40.00 each per event	
Portable Sound System	\$110.00 per event	
Dress Kit for 9'x12' Projection Screen	\$55.00 per event	
Projectors: Small	\$55.00 per event	
Large	\$330.00 per event	
Screens: 7'x8'	\$55.00 per event	
9'x12'	\$110.00 per event	
Drapes	\$6.00 each	
Setup & Tear Down chairs	\$.50 each	
Setup & Tear Down Tables	\$1.00 each	
Copy Charges	\$ .25 each (first 1,000)	\$ .15 each (1,001 +)
Forklift	\$110.00 per hour	
Scissorlift	\$110.00 per hour	

Forklift and Scissorlift must be reserved two weeks prior to the event and must be operated by City employees. Without prior reservation, rate is \$220.00 per hour with a two hour minimum based on availability of staff to operate equipment.

**Marquee Ads**

\$28.00 for logo/photo/graphic  
 \$38.00 per screen for additional screens (first screen is complementary and runs 2 weeks prior to event through Midnight on event date)  
 \$220.00 per week for extension of advertising beyond the complementary 2 weeks

**RV spaces** \$ 25.00 per space / per day  
 (Spaces available for events held at the Pasadena Convention Center & Municipal Fairgrounds only)

**Parking** Specific rates to be determined by the Director

**6. HOLIDAY RATES**

Holiday rates will be in effect for events booked on City Holidays. Holiday rentals are at the discretion of the Director and availability of staff. There will be a fifty percent (50%) mark-up on the regular rental rate when an event is booked on a holiday. Holiday rates are applicable to both profit and non-profit organizations.

**DEFINITIONS:**

*Event Day* – consecutive 24 hour period, 12am-11:59pm