

PASADENA CONVENTION CENTER AND MUNICIPAL FAIRGROUNDS EVENT TIME FORM

EVENT NAME: _____

WE WILL SCHEDULE OUR EMPLOYEES AROUND THE TIMES THAT YOU DESIGNATE ON THIS FORM AND ANY CHANGE REQUESTS MUST BE SUBMITTED IN WRITING AT LEAST TWO WEEKS BEFORE THE EVENT.

PLEASE PROVIDE THE FOLLOWING TIMES FOR EACH DAY YOU HAVE BOOKED USING THE CHART BELOW:

ACCESS - WHAT TIME WILL YOU NEED ACCESS TO THE FACILITY?

EVENT TIMES - WHAT TIME DOES THE EVENT START AND END?

EGRESS - WHAT TIME CAN THE FACILITY BE LOCKED?

Move-in/out days allow up to twelve consecutive hours on the booked date. If you need over twelve hours for the move-in/out day(s), event day fees apply. Event days are allotted up to twenty-four hours, the day of the event.

ONLY FILL OUT THIS SECTION IF YOU WILL NEED THE DAY(S) BEFORE YOUR EVENT TO MOVE-IN

ONLY FILL OUT THIS SECTION IF YOU WILL NEED THE DAY(S) BEFORE YOUR EVENT TO MOVE-IN							
MOVE-IN DAY(S) <small>*UP TO 12 HOURS*</small>	DATE:						
	ACCESS-						
	EGRESS-						

EVENT DAY(S) <small>*UP TO 24 HOURS*</small>	DATE:						
	ACCESS -						
	START -						
	END -						
	EGRESS -						

ONLY FILL OUT THIS SECTION IF YOU WILL MOVE-OUT THE DAY(S) AFTER YOUR EVENT IS OVER

ONLY FILL OUT THIS SECTION IF YOU WILL MOVE-OUT THE DAY(S) AFTER YOUR EVENT IS OVER							
MOVE-OUT DAY(S) <small>*UP TO 12 HOURS*</small>	DATE:						
	ACCESS-						
	EGRESS-						

The individual who executes the Occupancy Agreement is **REQUIRED** to be present for the duration of the scheduled function which includes set-up, dismantle, and clean-up activities or they must appoint a duly authorized representative to act on his/her behalf. The facility, restrooms, parking lots, and grass areas must be free of debris before you leave the grounds or additional fees will apply.

Who will be the authorized representative?

Name: _____

Cell phone number: _____ Email: _____

PRINT NAME _____

SIGNATURE _____

FOR OFFICE USE ONLY BELOW THIS LINE

DATE RECEIVED: _____

BY: _____

TIMES/DATES ARE VERIFIED

ENTERED INTO EP

CHANGES NEED TO BE MADE

ADDED TO SCHEDULE