

**Pasadena Convention Center & Municipal Fairgrounds  
FEE SCHEDULE**

The Pasadena Convention Center will accept the following forms of payment: cash (exact amount, no change made), money orders, cashier's checks, personal or business checks and credit cards along with a valid ID. NO PERSONAL CHECKS ARE ACCEPTED LESS THAN THIRTY DAYS BEFORE EVENT.

**ALL PAYMENTS 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, and reasonable janitorial services. 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) or (+Stage)	\$ 500.00 per event day each
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

Rate goes up \$10.00 per event day after day three.

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

Move-in and move-out rates shall be half of the daily rental rate and up to twelve consecutive hours.  
Example: \$2,000.00 rent = \$1,000.00 move-in or move-out rate

**Pasadena Convention Center & Municipal Fairgrounds  
FEE SCHEDULE**

<b>_____ 5. MISCELLANEOUS EQUIPMENT AND SERVICES (Equipment available for indoor facilities only)</b>		
Tables	\$6.50 each per event (8ft Rectangle, 5ft Round, Cocktail)	
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)	
Bleacher Seating (PCC only)	\$50 per section A/B/C or D (Each section seats 426 people)	
	\$25 for section E (Section seats 136 people)	
Portable Sound System	\$110.00 per event	
Projectors: Small	\$55.00 per event	
Drapes	\$6.00 each	
Setup & Tear Down chairs	\$.50 each (only available for limited attendance events)	
Setup & Tear Down Tables	\$1.00 each (only available for limited attendance events)	
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.

RV spaces	\$ 25.00 per space / per day (water, electric, & sewer dump)
Roll-Off Dumpster	Rate to be determined by current WM charges
Parking	Specific rates to be determined by the Director
Food Catering Service Fee	\$.02 per square foot of facility rented
Alcohol Catering Service Fee	\$.02 per square foot of facility rented
Credit/Debit Card Processing Fee	4% per transaction
Excessive Clean Up	\$25 per person - per hour (4 hour minimum)
Festival Fee/Concessions Buyout	\$1,500.00 per event (Includes car shows and concerts)

**\_\_\_\_\_ 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

***Move-in or Move-out Day*** – consecutive 12 hour period, between 6am-11:59pm