

PASADENA CONVENTION CENTER AND MUNICIPAL FAIRGROUNDS

RENTER'S CHECKLIST

- { } INSURANCE– Tenant User Liability Insurance, naming the “City of Pasadena” as the **additional insured** for a \$1,000,000 policy as outlined in the occupancy agreement and must carry all required policies.
- { } SECURITY– A security form is required for all events. You will fill out the form and send it back to us. We will forward the form to Lieutenant Holt, our security coordinator, for scheduling purposes.
- { } EVENT SERVICE COMPANY– Equipment rental and set-up.
 - The Phoenix Design Group is our preferred vendor, 281-499-0600. However, you will be allowed to use the company of your choice. **Must provide a copy of the company's insurance.**
 - We also have equipment you can rent (indoor venues only). You have an option to complete your own set-up/break-down or our staff can take care of this for a set-up fee (depending on set-up size). Payment for equipment and set-up are due 30 days before the event with a layout.
- { } CATERING – You can use the caterer of your choice. Caterer must carry required insurance and sign PCC Catering Agreement. Food and/or Alcohol service fee(s) strictly enforced for both profit and non-profit events. Caterer information should be on file at least one month before the scheduled event.
- { } CONCESSIONS – Concessions will be booked through the Convention Center unless the client pays a concessions buyout/festival fee.
 - A Concession buy-out is optional for food and/or alcohol. Health Department Permit, Insurance, and signed PCC Concessions Agreement required. Must follow TABC policies for alcohol.
- { } EMS – Event promoter required to hire EMS services as outlined in Statement of Policies.

PAYMENTS – Please make checks payable to “City of Pasadena”

- { } 25% DUE WITH APPLICATION*
- { } 25% DUE WITH CONTRACT*
- { } 50% DUE 30 DAYS BEFORE YOUR EVENT (Equipment/set-up fees, insurance are due at this time too)
- { } Security Deposit, one half of the rental rate, will be due **45 days before** the event.

*Percentage due is based on an event being booked 4 months in advance and is subject to change depending on date event is booked. We accept cashiers' checks, money orders, cash, and credit/debit cards (4% processing fee). Corporate and personal checks are not accepted less than 30 days before event.

- { } CONTACT – Copy of Picture ID required for person(s) filling out application and/or signing all documents required for rental and billing of event.

281-808-6265 - WILL REACH THE FACILITY WORKER ON DUTY DURING YOUR EVENT

Please review our Statement of Policies, initial beside each paragraph, and sign the last page