



**Event Application**  
 260 S. Church Ave. ♦ Tucson, Arizona ♦ 85701  
 Phone: 520-791-4101 ♦ Fax: 520-791-5572  
 www.TucsonConventionCenter.org

**CLIENT INFORMATION**

Applicant/Title \_\_\_\_\_  
 Organization/Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Pager \_\_\_\_\_ Fax \_\_\_\_\_  
 Driver License/I.D No. \_\_\_\_\_ State \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Business Reference (Name/Telephone) \_\_\_\_\_

**EVENT INFORMATION**

Event Name \_\_\_\_\_  
 Event Description \_\_\_\_\_  
 Insurance Carrier (Name/Telephone) \_\_\_\_\_  
 Seating Style \_\_\_\_\_ Expected Attendance \_\_\_\_\_ Per Day  
 Marketing/ Promoting Agency (Name/Telephone) \_\_\_\_\_  
 Ticketed [ ] Yes [ ] No Price per Ticket \_\_\_\_\_  
 Bank or Accounting Firm (Name/Telephone) \_\_\_\_\_  
 Last event held (Name/Location/Date) \_\_\_\_\_

**PROPOSED EVENT AND SCHEDULE**

Proposed Facility	Move in Date & Time	Event Start Date & Time	Event End Date & Time	Move out Date & Time

Event Services Requested \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **CONTRACTS**

- This form is an event application, this is not a contract.
- Applicant understands other events may occur at the Tucson Convention Center simultaneously. Traffic from other events may occur, but every effort will be made to minimize conflicts.
- Applicant understands that a signed contract and rental rate must be returned to the Tucson Convention Center a minimum of 30 days prior to event.
- Failure to meet the contract requirements will result in the cancellation of the event.

## **FEES AND CHARGES**

- Current rental rates will be established before a contract is issued. For current rates, please visit our web site [www.TucsonConventionCenter.org](http://www.TucsonConventionCenter.org). A move-in and move-out fee may be charged.
- Event deposit is due in certified funds when the applicant signs the contract. Balance of the rent is due in certified funds 30 days prior to the event move-in day.
- All outstanding debts by the applicant to the Tucson Convention Center must be paid in full before consideration of any event facility rental.
- Additional requested services, supplies, and support will be paid in full at event settlement. Event settlement shall be made at the closing night of the use of the facilities unless the Director approves a different agreement that is made in part of the Contract.
- The Tucson Convention Center Ticket Office must approve all tickets/coupons before commencing ticket/coupon sales.
- Applicant will pay for all security, emergency medical, and cleaning costs within the facility, event premises.
- A facility user fee applies to all tickets sold for public events. The Tucson Convention Center Ticket Office and Outlets will handle all ticket sales for public events.

## **INSURANCE**

- Applicant understands that a Certificate of Insurance with all required coverage must be provided to the Tucson Convention Center. This Certificate is subject to the approval by the Risk Management department in the City of Tucson.
- Insurance should indemnify the event as responsible party and indemnify, defend and save harmless the City, its officers, boards, commissions, agents and employees thereof from and against any and all claims.
- Insurance certificate is to name city of Tucson, Tucson Convention Center additionally insured.

## **VISITOR SAFETY, SECURITY/MEDICAL**

- Applicant must submit a floor plan/event plan layout to the Tucson Convention Center and will be review and approved by the City of Tucson Fire Department Marshall
- Applicant must submit a security/emergency medical plan to the Tucson Convention Center and will be review and approved by the City of Tucson Police Department.

**ADVERTISING**

- All advertising, print, television, electronic, etc. are to be submitted to the Tucson Convention Center Sales & Marketing Division for review prior to release.

**CONCESSIONS AND CATERING**

- Applicant is required to use the Tucson Convention Center Food and Beverage Department.
- The Tucson Convention Center handles all novelty sales.

**PARKING AND TRAFFIC**

- Events at the Tucson Convention Center are subject to paid parking. Tucson Convention Center will manage paid parking. All parking revenues are retained by the Tucson Convention Center.

Signing below indicates that the applicant has reviewed and understands each item on the above checklist.

Application can be returned to the Tucson Convention Center via fax: 520-791-5572.

-----  
Print Name & Title

Signature

Date

The Tucson Convention Center will not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in unemployment and or the provision of services to the general public. Address all correspondence to: Equal Employment Opportunity office, P.O. Box 27210, Tucson, Arizona 85702-7210, (520) 791-4593