

EVENT BOOKING PROCEDURES

An event inquiry *does not* guarantee reservation of the date or dates requested. All event arrangements should be considered tentative until a signed contract has been issued and executed, and a deposit is received.

The Tacoma Dome reserves the right to deny the use of the facility to any individual, group, organization, or event that would result in an unfair degree of competition or is not in the best interests of the City of Tacoma or the Tacoma Dome.

The Tacoma Dome will consider the following when evaluating usage requests:

- income potential to the venue for the event
- economic impact on the community
- opportunity for development of repeat business
- reputation of the Tacoma Dome as a venue for quality event programming
- risk and liability for the Tacoma Dome and the public
- ability of the promoter to successfully finance and produce the event
- balancing of programming presented to the public

BOOKING PRIORITIES

The primary purpose of the Tacoma Dome is to provide a first class gathering place for entertainment, sports, and community events. The Tacoma Dome's booking priorities have been established in an attempt to maximize revenues and usage while balancing the economic impact with the needs and desires of the City. The quantity and nature of concerts, family shows, sporting attractions, and other special events will be considered to create an event schedule that is both fiscally responsible and enhances the positive public image.

For activities that are considered to be competing for the same audience and/or ticket buyers (concerts, ice shows, circuses, etc.) the Dome management reserves the right to maintain a waiting period before and after an existing event competing for essentially the same patrons. The waiting period will be established according to acceptable industry standards, depending on the event.

Management may at its own discretion, limit the number of competing activities presented during any given period.

It is the Tacoma Dome's scheduling policy to maximize the event bookings consistent with the following priorities:

First priority

The first priority is to make dates available to promoters, tour directors, and amateur, professional, or motor sports officials to promote high-attendance revenue-producing events for the facility.

Second priority

Second priority is to make dates available to consumer and public exhibitions, tradeshow, special events, and interscholastic athletic competitions and tournaments.

Facility and date scheduling commitments for second priority events and activities may be subject to change in order to accommodate first priority events scheduled six (6) months from the date of the second priority event.

Contracts for second priority events will not be issued more than twelve (12) months in advance of the date(s) of the event, except for annually recurring events.

Third priority

Third priority is to make dates available for non-ticketed events such as conferences, meetings, and commencements.

Facility and date scheduling commitments for third priority events and activities may be subject to change in order to accommodate first and second priority events scheduled six (6) months from the date of the third priority event.

Contracts for third priority events will not be issued more than twelve (12) months in advance of the date(s) of the event, except for annually recurring events.

Fourth priority

Fourth priority is to permit use for community events and city organizations.

Fifth priority

Fifth priority activities have access to all open times not occupied by first, second, third, or fourth priority events (including necessary conversion times) and may be bumped at any time in favor of a first, second, third, or fourth priority event.

PROMOTER HOLD CHALLENGES

- Agreed upon events are put into the schedule on a hold basis, pending contract.
- A promoter may challenge a hold.
- Facility management must consider all options when holds are challenged
- Verify the options with the first hold event: can it be moved to another date?
- Make the best decision based upon our fiduciary responsibility to the venue and the City.