

USE APPLICATION

TACOMA DOME / GREATER TACOMA CONVENTION & TRADE CENTER

The Public Assembly Facilities Department (PAF), on behalf of the City of Tacoma, manages the space at the Tacoma Dome and the Greater Tacoma Convention & Trade Center (GTCTC), collectively the venues, for public and private events. As the management entity for the Tacoma Dome and GTCTC, the PAF is responsible for ensuring that the public purpose of the venues is fulfilled in terms of programming, financial viability, maintenance and upkeep, and reputation for fairness, integrity and consistence of policy enforcement. To that end, PAF considers the following when evaluating usage requests:

1. The income potential to the venues from the event.
2. The economic impact on the community.
3. The development of repeat business.
4. The reputation of the venues for quality event programming.
5. The risk and liability for the venues and the public.
6. The ability of the promoter/presenter to successfully finance and produce the event.
7. The balancing of programming presented to the public.

PAF requires event promoters/presenters seeking to book the venues to demonstrate knowledge of and/or the capacity to:

1. Produce documented evidence that the event/attraction is under contract with the promoter/presenter whom has the right to produce the event at the venues.
2. Develop and manage an event budget.
3. Demonstrate successful experience using facilities similar to the venues with space usage regulations, crowd control, safety and public assembly procedures.
4. Abide by and conform to all Federal, State and Local ordinances, laws, rules and regulations and all lawful orders of the police and fire departments or other municipal authorities and by all venue rules and regulations.
5. Follow PAF accepted accounting procedures and Box Office Systems.
6. Plan and implement a successful event marketing campaign.
7. Successful production of the event in a manner that satisfies all contractual obligations.
8. Maintain financial solvency.

In order to apply for a venue license agreement with the PAF in connection with a proposed event, please complete the following application including your business history and return it to the PAF via email, mail or fax.

Dates will not be held until this use application is returned and approved. Until this application is officially approved, a formal use agreement executed and deposit received, there is no legally binding commitment between the PAF and the applicant. Submittal of the use application does not ensure approval of the event or proposed dates.

Thank you for your interest in staging your event with us.



APPLICANT INFORMATION:

Name of Organization: _____

Representative (with signatory authorization): _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Other Contact Numbers: _____

Registered in the state of: _____

Principal Owners/Managers in Organization: _____

List any other individuals, companies, or organizations involved in the presentation of this event:

BANK AND CREDIT REFERENCES:

Institution: _____ Phone: _____ Account #: _____

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PROPOSED EVENT INFORMATION:

Name of Event: _____

Event Date(s): _____ Move-In: _____ Move-out: _____



Type of Event:

Concert

Family Show

Trade Show

Sporting Event

Description: _____

Banquet

Other

Specify & Describe: _____

Type of space to be used:

Tacoma Dome

Arena

Exhibition Hall

Parking Lot

Greater Tacoma Convention and Trade Center

Exhibition Hall

Ballroom

Times and estimated length of the event: _____

Estimated daily attendance: _____

Proposed ticket prices: _____

Examples of event content: _____

PREVIOUS PROMOTIONS/EVENTS/EXPERIENCE:

Event: _____ Dates: _____

Facility: _____ Contact: _____

Phone: _____ Email: _____

Event: _____ Dates: _____

Facility: _____ Contact: _____

Phone: _____ Email: _____

List other industry references who can attest to applicant's ability to provide a professionally produced and managed event: (may include talent agents, artist managers, tour managers, sport administrators, trade show exhibitors or suppliers)



PAF, at its sole discretion, shall maintain the right of approval or disapproval of this application for use of the venues. PAF may also exercise the right to allow a reasonable period of separation between similar events in order to minimize confusion to the public, avoid financial hardship and provide the opportunity for the success of each event.

The applicant hereby agrees that the information provided herein is true and factual; that the applicant is not acting on behalf of any undisclosed parties or principals; and has provided a full, complete and accurate disclosure of the information contained herein. The applicant also understands that providing false information could result in the immediate cancellation of the event and/or the implementation of cancellation provisions of the Usage Agreement.

The applicant authorizes the PAF to make a complete and full review of all documents and information listed above and authorizes the disclosure of all materials and records to this process.

Applicant: _____ Title: _____

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Date Received: _____ Received By: _____

Approved: _____ Denied: _____

Comments: _____

