

The Event Process

1. Initial Contact

Contact the TCA to check availability of your desired date(s). Availability is limited, so be prepared with alternate dates and a clear sense of the scope of your event and its timeline. The best opportunity for date availability is by inquiring 12-18 months in advance. If your desired date(s) appears open and your performance or event is compatible with the venue, you may place a 14-day courtesy hold to allow time to investigate all aspects of holding an event at TCA.

2. Securing your Date

Once you have decided to move forward with your event date, request an application from the TCA and return it completed within 14 days.

3. License Agreement

Once your application is accepted, the TCA will issue a contract/license agreement.

- Sign and return the contract/license agreement to TCA.
- Pay the deposit.
- For performances and events requiring catering services, sign a separate agreement with a TCA approved caterer.

4. Finalize Details

Prior to your performance or event:

- For ticketed events, fill out and return a box office application at least 2 weeks before your desired ticket on-sale date.
- Confirm the timeline, technical elements and needed equipment with the TCA event manager and production manager at the 30-day walk-through.
- Confirm desired audience services, food and beverage requirements, and any additional needs.
- Make final payment on the balance due the TCA no later than 30 days from the first rental date.

5. Certificate of Insurance

No less than 30 days prior to your event, provide a minimum \$2 million certificate of insurance naming the City of Tempe as additional insured. Please refer to insurance reference document for more information.

6. Settlement

A settlement of rental fees and labor and equipment expenses will be completed following your performance or event. This process takes approximately 3 weeks.

For *ticketed* events and performances:

- The TCA completes a preliminary settlement and withholds all actual expenses from box office receipts.
- The TCA issues a check for net revenue within 20 business days or sends a final invoice requesting the balance due.