



Rental Policies and Procedures

Please Note: If any of the following policies and procedures or any rules and requirements of the City of Tacoma are violated your permit will be revoked and you will forfeit future rental of Tollefson Plaza.

Application/Processing Fees

- An application fee of \$100 must accompany all applications. If the application is received within 10 business days of the event, the fee is \$200
- Application fees are non-refundable
- Permits will be issued based upon client provided information included in the submitted application.

Reservations

- Reservations for event are allowed up to one year in advance.
- Upon approval of the application, client must remit a 50% deposit of the rental fees and provide proof of insurance/additional insured endorsement letter for a permanent calendar hold to be placed.

Cancellations

Cancellations for all events must be received at least 60 days in advance to qualify for a full refund of the deposit, less any costs incurred by TPCC.

- If cancellation occurs less than 60 days prior to the date of the event, ½ of the deposit shall be forfeited
- If cancellation occurs 14 days or less prior to the event, all of the deposit shall be forfeited.
- If the application has been submitted and approved and the deposit has not been submitted, all of the above cancellation policies apply.

Fees

- If approval of the event application occurs within 60 days of the event date(s) 50% of the Estimate Event Budget will be invoiced and due immediately upon approval of the full Estimated Event Budget.
- Late Charges shall accrue at a rate of 1.5 % per month after a ten-day period.
- The Client, its Authorized Representatives and/or Co-Promoters cited in the approved application will be held financially and legally responsible for all expenses incurred by the event.
- If a Client's check is returned from the bank for any reason, Client will be charged a \$30 check return fee along with amount of the check. Client will be required to pay this along with either a certified check or a Credit Card.
- All legal costs are at the client's expense.
- If any invoiced charges are unpaid, the client forfeits the ability to rent PCS for any future use.

Rental Rates (Please see attached rate sheet)

- Rental fees are based on activity classifications
- Tollefson Plaza can be reserved for a minimum of four hours and up to 12 hours.
- Rentals that are four hours or less are half of the full day rate + \$50.00.

Payments

- Clients must pay 50% of the rental rate within 7 business days of permit approval
- TPCC will accept the following payment methods:

Permits

The insurance certificate and additional insured endorsement letter (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage as approved on the application and must be on file at TPCC in order for a permit to be used.

Special Conditions

- There may be additional requirements depending upon the nature of the event.
- Tacoma-Pierce County Chamber must approve all sales items.
- TPCC reserves the right to require, at the client's expense:
 - Certified security personnel
 - Certified alcohol monitoring personnel
 - Special load-in charges for over-sized or heavy vehicles
 - Storage Fees for items left on-site pre and post event.
 - Cleaning or damage assessments as a result of client's action

OFFICE USE ONLY			
Alcohol Served:	Yes	No	
Insurance Required:	Yes	No	
Security Required:	Yes	No	
Catered Event: Yes No Special Use Permits Required: Yes No Type: _____			
Retail Sales/Admission Fee:	Yes	No	
Additional Fees Due: \$/% _____		Reduced Rate:	Yes No
Amount of Discount Given: \$ or % _____		Approved By:	_____
Rental Fee Due: \$ _____	Cleaning Fee Due: \$ _____	Damage Deposit Due: \$ _____	
Total Due: \$ _____	Amount Paid: \$ _____	Date Paid: _____	
Payment Method:	Cash	Check /Check #	Credit Card
Balance Due: \$ _____	Date Paid: _____		
Payment Method:	Cash	Check/Check #	Credit Card
Credit Card Type:	VISA	MasterCard	
Credit Card #:	_____	Exp Date	_____