

# BOOKING GUIDE

## CHECKLIST FOR EASY EVENT BOOKING

1. What type of event (e.g., concert, banquet, dance/party, meeting, recital, etc.)?
2. Proposed event date(s)? Additional access date(s)?\*
3. Event timeframe, including decorating, move-in, cleanup and move-out?
4. How many people are anticipated to attend your event?
5. Is this event private or is it open to the public?
6. Will you charge admission/sell tickets to attend this event?
7. Do you have a proposed room layout/picture/video of your proposed event?
8. What services do you need, such as: equipment rental, entertainment services, DJ, photographer, videographer, caterer, decorator and/or an event planner?
9. Do you plan to have entertainment (solo, choir, dinner music, etc.)?
  - 9a. Will entertainer(s) be providing all music and equipment to perform?
  - 9b. Will special lighting be used for performers?
  - 9c. What size stage is needed for the platform guests or performers?
  - 9d. Do you have the entertainment rider provided by entertainer(s) or performer(s)?

\*When booking your event please have ready a first and second choice of dates.

- The PBCC Executive Director has the right to refuse any booking requests deemed to conflict with the efficient operations of the PBCC
- A signed contract with a minimum deposit of one-half the rental is required to secure your preferred date and preferred rental location.
- If guests or participants will be offered food at your event, please select a caterer/food truck from the list of PBCC-approved providers. Self-prepared meals are NOT permitted.

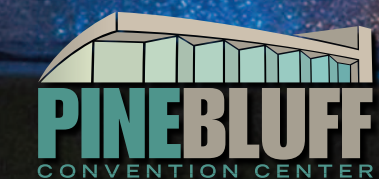
All prices and conditions listed in this document and subsequent attachments may be subject to change at any time.

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[PineBluffConventionCenter.com](http://PineBluffConventionCenter.com)

Thank you for your interest in booking your event at the Pine Bluff Convention Center. We've designed this guide to help you have the best booking and rental experience.

Our helpful staff is always happy to respond to your requests or concerns. Personal consultation is available by calling our sales office at 870.536.7600.





## PRE-EVENT BOOKING DATE-HOLDS

- **More than 90 days prior to event date:** A tentative booking will be held for 30 calendar days. If prospective client does not confirm the date and request a contract by the end of the 30-day period, the tentative hold will automatically be dropped.
- **60-90 days prior to event date:** A tentative booking will be held for 10 calendar days. If prospective client does not confirm the date and request a contract by the end of the 10-day period, the tentative hold will automatically be dropped.
- **30-60 days prior to event date:** A tentative booking will be held for 5 calendar days. If prospective client does not confirm the date and request a contract by the end of the 5-day period, the tentative hold will automatically be dropped.
- **Within 30 days prior to event date:** A tentative booking will be held for 48 hours. If prospective client does not confirm the date and request a contract by the end of the 48-hour period, the tentative hold will automatically be dropped.

## EXPLANATION OF TIME AND USAGE

- The word "day" shall be deemed to describe a period of up to eight (8) consecutive hours. Usage periods of more than eight consecutive hours may require overtime charges.
- The word "performance" or "function" shall be deemed to describe a single presentation not exceeding four (4) hours in length.
- Flat rental for time of move-in/move-out and/or rehearsals shall be one-half (1/2) the standard rental rate charged. Note: optimum heating or cooling is not guaranteed at the discounted rate unless otherwise stated by the Executive Director of Pine Bluff Convention Center (PBCC).
- Event move-in/move-out days may not exceed the total number of show days. PBCC management and staff assumes no responsibility for items remaining on-site after the move-out time stated in your original Facility Use Permit and/or approved amendments.
- Each room/location you request is considered chargeable rental space, regardless of size.

## SPECIAL EVENT INSURANCE POLICY

- The contract renter of the PBCC must secure insurance coverage for the scheduled event by a special events or short-term liability insurance policy. The contract renter must submit evidence of this policy within 48-hours of the move-in date/time for your event.
- The minimum policy coverage is one-million dollars (\$1,000,000 USD)
- The certificate of insurance shall include an endorsement that names Pine Bluff Civic Auditorium Commission as an additional insured. Certificates of insurance must include a minimum of the following: the name of the insurance company, name and address of the insured, type of policy, policy period, the insurer's A.M. Best rating, the policy's coverage trigger (occurrence or claims made), a detailed description of the activity and the exact date(s) of the activity.
- The contract renter of PBCC may choose any commercial insurance agent or broker. Insurance agents and brokers can be found in the "Insurance" section of the local telephone directory's business listings or via an internet search.
- The contract renter should ask her/his organization's insurance representative to find out if a rider can be attached to the existing organization's policy for this specific event.
- Local units of government and some educational institutions with evidence of tort immunity may be an exception to this requirement.
- PBCC management and staff do not endorse nor do they require insurance purchase from any broker or insurer.

## PUBLIC SAFETY RESPONSIBILITY

- Depending on the event type, we may require a minimum of two sworn, uniformed, law-enforcement officers with jurisdiction in the City of Pine Bluff on the premises for the duration of the event. In order of preference, officers may be: City of Pine Bluff Police Officers, Jefferson County Sheriff Deputies, Arkansas State Police Officers, and/or University of Arkansas at Pine Bluff Officers.
- Contract renter is responsible for contacting the preferred law-enforcement agency and arranging to hire and schedule the required number of officers.

## CATERING/CONCESSIONS

- For PBCC patrons' health and safety, "outside" or self-prepared foods are strictly prohibited.
- Foods consumed in the PBCC complex must be prepared by PBCC-approved caterer and food truck vendors. A list of approved providers (subject to change without notice) is available upon request.
- Kitchen use is considered rental space.
- The contract renter will be responsible to ensure that food, beverages and food containers are removed from tables, and other unwanted items are removed from the rented space. Trash containers and trash bags will be provided by the Convention Center for this purpose.
- PBCC-approved caterers are aware of the cleanup requirement, but the contract renter is responsible to designate who will perform cleanup. The contract renter may be assessed a cleanup fee on the final invoice for removal of unusual debris.
- Exceptions to this policy may be authorized only by the PBCC Executive Director.
- PBCC management retains exclusive rights to offer concessions in the complex at any time.

## ALCOHOLIC BEVERAGES

- Due to Arkansas Alcohol Beverage Control Board regulations, absolutely no alcoholic beverages may be brought into the Pine Bluff Convention Center, except by PBCC-authorized personnel.
- All alcoholic beverages must be provided by Pine Bluff Convention Center, whether beer sold at the concession stands or wine and liquor served at temporary bar stations.
- Bartender service is available for bar stations. Our bars are typically stocked with domestic and import beers, popular wines and top shelf liquors. Specific alcohol brands not in stock may be requested and ordered 14 days prior to the event date.
- All PBCC patrons must be prepared to show proper ID prior to being served alcohol.
- Carrying open containers of alcohol away from the PBCC complex is STRICTLY PROHIBITED.
- Cleanup of cups, cans or bottles and proper disposal will be provided as part of the Convention Center bar service.

## RIGHT TO REASSIGN SPACE

- The PBCC Executive Director reserves the right to accommodate more than one user's simultaneous use of the building. This may require assigning each user to appropriate spaces within the complex, while ensuring that there is no conflict with each user's activities or regular operations of the facility. Required space reassignment will not result in rental adjustment.

