



IRVING CONVENTION CENTER  
AT LAS COLINAS

**Requirements for Rental of the Irving Convention Center for Marathons, Fun Runs, etc.**

- May not be booked more than 6 months in advance, unless race date falls on a need date, i.e., holiday weekends, etc.
- May be considered if primary spaces have already been rented to other groups and race/event timing and road closures do not interfere nor overlap with other bookings
- Must rent a portion of the facility, i.e., exhibit hall, meeting space, etc.
- Must pay cleaning fees.
- Must pay additional security.
- Must use ICC food and beverage services; may pay a fee to provide certain donated “energy snacks” for race participants.
- Subject to all other obligations and requirements in the Event Planning Guide.
- Parking fees will be charged and will be retained by the ICC.
- Concession sales will be retained by the ICC.
- Race route must be reviewed and approved by ICC in advance, as well as by IPD.
- Subject to all other obligations in City of Irving Special Event Permit.

**Requirements to confirm a race beyond the 6-month window:**

- Must rent full exhibit hall for two days; current rental rate \$6000 per day.
  - Must pay cleaning fees.
  - Must pay additional security.
  - Subject to all other obligations in the Event Planning Guide.
- Must contract a minimum of 400 sleeping rooms for the event with an Irving hotel.
- Event timing and route must be approved in advance by ICC, as well as by IPD.
- Subject to all other obligations in City of Irving Special Event Permit.

*Updated January 2013*