

SFCCC BOOKING REQUIREMENTS AND ACKNOWLEDGMENT:

All meeting requests are subject to availability at the Santa Fe Community Convention Center (SFCCC) and all requests may not be accommodated due to business levels at the SFCCC. Meeting requests during normal business hours (Mon-Fri 8am – 5pm) will not be subject to overtime charges. If meeting requests fall outside of normal business hours and staff are already scheduled during those times for other events, overtime will not be charged unless the meeting exceeds the scheduled departure time.

All meeting requests should be made three (3) weeks in advance of the meeting to accommodate proper planning and staffing.

Any meeting request within two (2) weeks that is outside of normal business hours, and staff is not scheduled will incur overtime of \$90.00 per hour.

Meetings that exceed the scheduled departure time will incur overtime charge of \$90.00 per hour.

Any changes within seven (7) days of meeting are subject to SFCCC staff approval.

Any changes or requests made same day will not be accommodated.

Some public meetings will require security. The SFCCC requires one (1) guard per one hundred (100) attendees.

The SFCCC can provide limited Audio Visual (AV) support of microphones, screens and projectors when requested at time of booking. When other AV is needed, such as video conferencing a third party AV provider must be secured.

Audio Visual Services & Security Services must be contracted by the requesting department.

Requests for parking privileges in the Convention Center Garage must be arranged directly with the Parking Department.

Public meetings that provide Food & Beverage (F&B) must use a SFCCC preferred F&B vendors. City meetings providing F&B must be approved by SFCCC staff 2-weeks prior to event.

The City Department hosting the meeting is responsible for disposing of all leftover material, F&B and any items left behind from the meeting.

Assigned meeting space is subject to change.

By signing you acknowledge that you have read and understand the booking requirements.

Full Name: _____ City Department: _____

Signature: _____ Date: _____

[CLICK TO SUBMIT](#)

