



Thank you for your consideration on the rental of the Port Isabel Event & Cultural Center.  
The checklist below is provided to help you with the facility rental process.  
Our PIECC staff is available to assist you in order to make your event a success!

## CHECKLIST

### DATE OF BOOKING EVENT

BOOKING PACKET to include:

- Booking Information Sheet
- Rules & Policies Acknowledgement Packet (*last page to be signed*)
- City of Port Isabel Security Application
- "Preferred Caterers / Vendors List"

Deposit \$500.00 for ALL Events

Non-Profit organizations must attach a copy of the 501(c) exemption letter

### (45 to 60) DAYS PRIOR TO EVENT.....

Payment of Fees (*i.e., security deposit, room rental*)

Security Officer(s) Application (**full payment is required**)

Certificate of Insurance (*if needed*)

Submit Vendor information (*i.e., Caterer, Decorator, Entertainment*)

### DUE (30) THIRTY DAYS PRIOR TO EVENT

Stage set-up diagram (*if applicable*).

SIGNED Catering and/or Beverage Service Contract

SIGNED Security Contract from Port Isabel Police Dept.

Damage Deposit (\$250)

Total Event Balance Due