Frequently Asked Questions

Events

Q: How many guests can each space comfortably accommodate?
A: The Lakeside can accommodate up to 220 for seated dinners and up to 170 when using the 15-feet x 15-feet dance floor. The Lounge at TCA, 201 Lounge and Rooftop Terrace can accommodate up to 50 people for board meetings, lectures or dinners. The Studio is a black box theater with convertible floor that allows for up to 200 people for stadium style seating and up to 200 people for dinners, receptions and more. The Theater can accommodate up to 600 people between the main floor and two balconies and every seat is fewer than 65 feet from the stage. The Lobby can accommodate 225 for a sit-down dinner and up to 600 for a reception (trueNorth patio would be included). Please inquire about the use of gallery, trueNorth patio and East Breezeway for your event.

Q: Can the Tempe Center for the Arts accommodate more than one event at a time?
A: The Tempe Center for the Arts often plays host to multiple events throughout the facility. TCA staff will work with to ensure the integrity of your event and smooth transitions between spaces. Unless rented, the lobby area is a common area shared by multiple events.

Q: Are there only certain areas for food and beverages?
A: Food and beverages are allowed in most areas of the facility. The Gallery, Theater and Studio may have restrictions based on current exhibitions and performances.

Q: What does the facility rental fee include?
A: The facility rental fee includes one wired microphone, one wireless microphone (handheld or lavaliere), 72-inch round tables, up to 240 chairs (depending on availability, first priority is given to events in the Lakeside) and your choice six tables (4-foot and 6-foot). Additional items may be available for a fee. Please see the TCA equipment rental information sheet or contact the event coordinator for more information.

Q: Is there a discount for non profit organizations?
A: Yes. Please contact the event coordinator for information.

Q: Are there restrictions on caterers or other vendors?
A: Yes. Arizona Catering, Atlasta Catering, Fabulous Food and Santa Barbara Catering are the exclusive TCA caterers and are more than happy to assist you with all of your food and beverage needs. Please contact any of the four catering companies for menus and information. You are welcome to use the vendor of your choice for floral arrangements, photography, music, other decorations and more.

Q: Are there exceptions for kosher or ethnic foods?
A: This determination must be made by the four catering companies (Arizona Catering, Atlasta Catering, Fabulous Food and Santa Barbara Catering) and the General Manager of the TCA.

Q: What is the alcohol policy?
A: All alcohol must be served by Atlasta Catering. Outside alcohol is not allowed for consumption, decorating or gifts in any area of the Tempe Center for the Arts. Atlasta Catering has a wide array of choices and will help you with all of your alcohol-related needs.

Q: Is there parking?
A: Yes. There are approximately 325 parking spaces in the lot to the west of the facility. This lot is used for all events that are happening in the facility. If you anticipate using most or all of these spaces, please contact the event coordinator to arrange additional parking.

Q: Is a wedding coordinator required?
A: Having a wedding coordinator is not required but is strongly recommended.

Q: Are there any wedding packages?
A: Yes. Please contact the event coordinator for information.

Q: How do I book a date?
A: A signed license agreement and 25 percent deposit are required to formally book a date. Please contact the event coordinator for an Event Reservation Form.

Q: What is required if I would like to sell merchandise?
A: A city of Tempe sales tax license is required to be on file with the TCA prior to your event. If you are in need of a sales tax license, please contact the Tax and License Department at (480) 350-2955 for information. As outlined in the TCA Operating Policies, commission on merchandise sold by the vendor is 10 percent and commission on merchandise sold by a TCA staff member or volunteer is 20 percent. Merchandise sales will be settled with the house manager on duty after all sales are complete.

Deposits and Other Payments

Q: May I pay using a credit card?
A: The Tempe Center for the Arts only accepts checks for deposits, balances and other payments.

Q: To whom should my check be made payable?
A: Please make checks payable to the City of Tempe - TCA.

Q: May I combine my deposit and balance into one check?
A: The deposit and balance can be combined in one check as long as it is received by the deposit due date.

Q: When will I receive a final invoice?
A: Your final invoice will be mailed within five business days after your event.

Certificate of Insurance

Q: What is a Certificate of Insurance?
A: A Certificate of Insurance is an informational document that provides proof of insurance.

Q: How do I ask my insurance provider for a Certificate of Insurance?
A: Please ask your insurance provider for a Certificate of Insurance for a special event. Your insurance provider should have no problem assisting you with this.

Q: If I do not have an insurance provider, whom should I contact?
A: If you are planning a family event, you or a parent will be able to use his or her homeowner's policy. In other situations, a separate policy can be purchased from most insurance companies. Although the TCA cannot recommend any one company, certificates of insurance have been acquired from American Family Insurance, Farmers Insurance, Travellers and Liberty Mutual. Feel free to contact many and shop around for pricing.

Q: How much should a Certificate of Insurance cost?

A: The cost of obtaining a Certificate of Insurance will vary by provider and event.

Q: Can I purchase a Certificate of Insurance from the city of Tempe?
A: The city of Tempe is not an insurance provider and cannot supply a Certificate of Insurance for any private event.

Q: What coverage should the Certificate of Insurance include?
A: As outlined in section 9 of the TCA Operating Policies, the Certificate of Insurance should include the following:

- Commercial General Liability with a $1 million limit for each occurrence and a $2 million limit for general aggregate
- Commercial Automobile Liability insurance is required for businesses and organization that own or will be hiring vehicles to execute their event: $1 million combined single limit per accident, including coverage for owned, hired and non-owned vehicles, as applicable. Most private/personal events do not require such coverage.
- Organizations, regardless of for-profit or non profit status, must supply proof of a Worker's Compensation Policy if the organization employs one or more individuals.

Q: Who should be listed as Additional Insured?
A: Please list the following:
The city of Tempe, a municipal corporation, its officers, agents, volunteers and employees for the event taking place in the (Licensed Facility) at the Tempe Center for the Arts on [Month(s) Day(s), Year(s)]; (Times) for (Description of Use). The naming of the City as an additional insured shall in no way be construed as giving rise to responsibility or liability of the city for applicable deductible amounts under such policy(s).

Q: Who should be listed as the Certificate Holder?
A: Please list the following:
City of Tempe
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, Arizona 85281

Q: If I or my insurance company has further questions, whom should I contact?
A: Please contact the city of Tempe Risk Management Department at (480) 350-2916.

Q: What does a correct Certificate of Insurance look like?
A: Please see attached sample.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
Month/Day/Year

PRODUCER	THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
Your Insurance Agency Here	**INSURERS AFFORDING COVERAGE**
INSURED	INSURER A: **Insurance Company**
Your Name Here Address Line 1 City, State Zip Code	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **SAMPLE COPY / SAMPLE COPY / SAMPLE COPY**

THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXP DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	EACH OCCURRENCE	$ **1,000,000**
					FIRE DAMAGE (any 1 fire)	$
					MED EXP (any 1 person)	$
					PERSONAL & ADV INJURY	$
					GENERAL AGGREGATE	$ **2,000,000**
					PRODUCTS – COMP/OP AGG	$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON OWNED AUTOS ☐ _____ ☐ _____	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	COMBINED SINGLE LIMIT (Ea Accident)	$ **1,000,000**
					BODILY INJURY (per person)	$
					BODILY INJURY (per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY – EA ACCIDENT	$
					OTHER THAN AUTO ONLY – EA ACC	$
					OTHER THAN AUTO ONLY – AGG	$
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $_____				EACH OCCURRENCE	$
					AGGREGATE	$
						$
						$
						$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	Policy Number	Date of First Event or Setup	Date of Last Event or Take Down	☐ WC Statutory Limits ☐ Other	
					E.L. EACH ACCIDENT	$ **500,000**
					E.L. DISEASE –EA EMPLOYEE	$**500,000**
					E.L. DISEASE –POLICY LIMIT	$**500,000**
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Additional insured includes the City of Tempe, a municipal corporation, its officers, agents, volunteers and employees for the event taking place in the (Licensed Facility) at the Tempe Center for the Arts on (Month(s) Day(s), Year(s)); (Times to include set up and take down) for (Description of Use).

CERTIFICATE HOLDER **[N] ADDITIONAL INSURED; INSURER LETTER: _____** **CANCELLATION**

City of Tempe **Tempe Center for the Arts** **700 W. Rio Salado Parkway** **Tempe, Arizona 85281**	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KINDUPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.**
	AUTHORIZED REPRESENTATIVE **Signature of Representative Here**

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