



## Use of City of Irving Premium Seat Tickets for the Pavilion at the Irving Music Factory

I, \_\_\_\_\_, acknowledge receipt of the Entertainment Center Premium  
*Name – Please Print*  
Seat Ticket and Food/Beverage Allowance Guidelines and \_\_\_\_\_ tickets for use of the City of Irving’s Premium  
*# of Tickets*  
Seat Tickets and Food/Beverage Allowance at the Pavilion at the Irving Music Factory as an elected official of the  
City of Irving. The Premium Seat Tickets and Food/Beverage purchases are being used in the performance of my  
duties as an official of the City of Irving. Tickets are **not** transferrable and may **not** be re-sold.

Show: \_\_\_\_\_

Date of Show: \_\_\_\_\_

Date Tickets Received: \_\_\_\_\_

Signature: \_\_\_\_\_

## Irving Music Factory Guidelines

The Premium Seat tickets, parking passes, and food/beverage allowance are intended to be used for the performance of city business.

### Tickets

- The city's seven Premium Seats are located in the front row of section 201.
- Staff will provide printed tickets prior to the event to be picked up at City Hall.
- Live Nation requires a printed ticket for each attendee for each show.
- The city's Premium Seat tickets include access to Live Nation's VIP Club (see below).
- If your tickets are lost or stolen, please contact city staff – Brad Kearney at (972) 721-8070 (office) or (469) 271-9580 (cell). Staff can reprint tickets. Venue staff may not be able to assist with lost or stolen tickets.
- If you are unable to attend a show for any reason, please contact Brad Kearney at (972) 721-8070 (office) or (469) 271-9580 (cell), as quickly as possible.
- Tickets are not transferrable and may not be re-sold.

### Parking

- One parking pass is provided for each group of four/three tickets.
- Parking passes will be provided with tickets—to be picked up at City Hall.
- Parking passes provide complimentary VIP valet parking, which may be accessed within the Irving Music Factory complex off of Las Colinas Blvd. Signs around the site will provide directions to valet parking.
- Parking passes are not transferrable and may not be re-sold.

### Food/Beverage Allowance

- The city receives a \$12,500 per month food/beverage allowance through the Lease (the amount that can be used by the city may be less to comply with bond restrictions).
- Servers will provide food/beverage service at the seats for each show.
- Per Live Nation and Legends operating procedures, the city's food/beverage allowance applies to food/beverages purchased through the servers at the seats **only**.
  - Food/beverages ordered through the servers will be applied to a tab that will be paid through the city's allowance.
  - The food/beverage allowance cannot be used at concession stands or within the VIP Club.
- The food/beverage allowance may only be used by the Mayor, City Council Members, and guests.
- If the food/beverage allowance is exhausted before the end of a month, attendees must pay for all food/beverages for the remainder of the month. Staff will notify you in advance, if the allowance is exhausted.
- To comply with IRS restrictions for tax-exempt bonds, the total amount received from the food/beverage allowance may have to be limited to less than \$12,500 per month.

### VIP Club

- The city's 7 Premium Seat tickets allow you to enter the venue through the VIP Club entrance located along Las Colinas Blvd. near the box office. All guests using this entrance must have a printed Premium Seat ticket.
- The city's 7 Premium Seat tickets include access to the Live Nation VIP Club before, during, and immediately following the show. Your printed ticket is required to access the VIP Club.
- Per Live Nation and Legends operating procedures, the city's food/beverage allowance cannot be used for purchases within the VIP Club.

## Live Nation Info for the Pavilion at the Irving Music Factory

**Address**—300 W. Las Colinas Blvd., Irving, TX 75039

**Parking**—Valet parking (for VIP parking passes) is located on-site in the off-street parking area along Las Colinas Blvd. For self-parking, The Urban Towers Garage is located at 222 West Las Colinas Blvd, Irving, TX 75039.

**Gate Times**—Door times vary, but are usually 60-90 minutes prior to show time. Please check the specific event page as these times are subject to change.

**Entrance Gates**—The VIP Club has a separate entry gate located at 300 W. Las Colinas Blvd. All guests using this entrance must have a Premium Seat ticket. The general entrance gate to the facility is located along Las Colinas Blvd. at the northeast corner of the amphitheater building.

**Security Procedures**—When coming through the gates, plan on security using metal detectors and/or a physical pat down for search procedures. All bags are subject to search upon entry. If you have a medical reason for not wanting to be searched via metal detectors, please visit the First Aid station and they will give you an alternative to metal detectors.

**Conceal and Carry**—The Pavilion at Irving Music Factory does not allow weapons on the property. Guests should follow all applicable laws regarding securing a weapon in a vehicle if they have it on them when they arrive. The venue will not secure weapons and will take no responsibility for any weapons left in vehicles.

**Cell Phones**—Generally, cell phones are permitted in the venue. Cell phones usage may not be allowed at specific events, due to artist requests. This often occurs for comedy shows in particular. When cell phones are not permitted, attendees may pay to use Yondr cases in order to bring their cell phones with them into the venue. <http://overyondr.com/>

**Camera Policy**—The standard venue policy allows camera phones, disposable cameras, and small digital cameras. Any camera that has a detachable lens or lens zoom greater than 1 in. will be considered professional and not allowed in. Some artists do not permit cameras, so please check the specific event page for details.

**Umbrellas**—Umbrellas are never permitted in the venue.

**Re-Entry**—Re-Entry is not permitted. Please ensure that everything you will need for the event is brought in with you. If you do leave at any point, you will not be allowed back in without a new ticket.

**Guests with Disabilities**—The Pavilion at Irving Music Factory strives to ensure that all guests have a great time. Additional information about specific services and accommodations is available on the venue's website (<http://www.thepavilionimf.com/>).

**Weather**—All shows will go on rain or shine. However, in the event of severe weather fans will be notified via the venue's social media pages (<https://www.facebook.com/thepavilionIMF/>). An event may be delayed, postponed, or canceled depending on the severity of the weather expected.

## Live Nation Info for the Pavilion at the Irving Music Factory, cont.

Items **ALLOWED** and **NOT ALLOWED** in the venue for **OUTDOOR** shows:

ALLOWED	NOT ALLOWED
Bags/Back Packs – average size (subject to search)	Weapons of any kind
Cameras – nonprofessional only, no detachable lenses (subject to change)	Alcohol
Food – in a clear, 1-gallon ziplock bag	Glass containers
Lawn Chairs – low profile (seat no more than 9 inches off the ground)	Cameras with detachable lenses
Water – up to 1 liter in a factory sealed or empty bottle	Video or audio recording devices
	Cans
	Hard sided/large coolers
	Large or oversized bags/back packs
	Animals (except service animals)

Items **ALLOWED** and **NOT ALLOWED** in the venue for **INDOOR** shows:

ALLOWED	NOT ALLOWED
Bags/Back Packs – average size (subject to search)	Weapons of any kind
Cameras – nonprofessional only, no detachable lenses (subject to change)	Food
	Outside Beverages
	Alcohol
	Glass containers
	Cameras with detachable lenses
	Video or audio recording devices
	Cans
	Hard sided/large coolers
	Large or oversized bags/back packs
	Animals (except service animals)