

# Hiring process - Rooms & Spaces

How to carry out your event in our facilities step by step.

1. Check our [spaces](#) and [services](#) offer.
2. Request a quote by filling out the [following this form](#) and e-mail to [Rodrigo Ibarra Lozano](#), Head of [Business Unit](#).
3. Authorize the quote by signing it, then send the following documents in preparation for the contract:

## **Legal entity**

- Constituent instrument.
- Proof of address.
- Legal power of the current representative.
- Legal representative's ID.
- Tax ID (RFC).

## **Legal person**

- Proof of address.
- ID.
- Tax ID (RFC).

## **Government agency**

- Appointment of the Administrative Director or of the person authorized to sign contracts and agreements.
- ID.
- Tax ID (RFC).

4. As soon as you receive the Payment Order from your promoter of events, make the payment according to the [following instructions](#).
5. If you require an invoice, request it [here](#) by entering the transaction number.
6. Email your payment receipt to your event promoter.
7. Come to [our offices](#) to signing the contract.
8. File the ruling or approval for the event before the State Civil Protection Unit at (442) 309 1430.
9. Hire and pay for the medical, safety and cleaning services that must cover the assembly, event and dismantling times.



10. Deliver the title of credit in guarantee (promissory note and / or certified check) to the Business Unit staff.

11. Sign the Regulations corresponding to the building the space you hired is located and give it to the Business Unit staff.

[Regulations Querétaro Convention Center.](#)

[Regulations Querétaro Metropolitan Theater.](#)

12. At least 5 working days prior to the assembly of the event, come personally to a checklist meeting with Business Unit and Operations Unit staff, in order to go over the last logistics details.

13. If you hired [Additional Services](#) during the event, make the corresponding payment. You can make the payment in cash the day of the event. If you require an invoice, request it through RecaudaNet (see step 5).

14. Come to our offices 1 business day after the dismantling of the event with your promoter of events to get back the title of credit in guarantee (as long as you do not have any debts).