



**Item:** Resolution 10053, Fees for Mansfield Center for the Performing Arts  
**From:** Park and Recreation Department/Mansfield Center for the Performing Arts  
**Initiated By:** Park and Recreation Department  
**Presented By:** Marty Basta, Park & Recreation Director  
**Action Requested:** Conduct Public Hearing on Resolution 10053

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**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motion:**

1. Commissioner moves:  
    “I move the City Commission (adopt/deny) Resolution 10053.”
  2. Mayor calls for a second, discussion, and calls for the vote.
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**Staff Recommendation:**

Staff recommends the City Commission adopt Resolution 10053, Fees for Mansfield Center for the Performing Arts.

**Proposed Fees:**

<b>Mansfield Theater</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Performance	8% of gross	8% of gross
Box Office Fee	Included w/rent	\$2/ticket
Minimum/Cap	\$950/\$4,335	\$950/\$4,335
Event w/out admission charge	\$1,045	\$1,145
Hourly rate (2 hr min. w/\$465 cap)	\$44/hr.	\$44/hr.
Merchandising fee	20% of gross	20% of gross
Facility and Equipment Surcharge	\$0.50/ticket	Ordinance, Park Foundation or Eliminate

<b>Mansfield Convention Center*</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Attendance over 500	\$1,850	\$1,950
Attendance 500 and under	\$1,625	\$1,725
Non-alcohol event	\$1,295	\$1,395
Set-up or tear-down day* (must be consecutive hrs)	\$75/hr (minimum \$150) Maximum \$660	\$100/hr (minimum \$200) No Maximum
Backstage	\$660	\$880
Merchandising fee	20% of gross	20% of gross
*Maximum of 16 hours that must be consecutive and between 7am and 1:30am. Additional hours are \$100/hr.		

### **Box Office Services**

All rooms except Theater	5% of gross ticket sales	5% of gross ticket sales
Minimum/Cap	\$300/\$2,300	\$300/\$2,500
Plus additional per ticket fee	\$0	\$2/ticket
Order fee for all on-line & phone	\$2/ticket	\$2/order
Use of Mansfield Box Office	Required for all events contracted by non-residents of Great Falls. City to have exclusive rights to all electronic ticketing for all events held in the Civic Center	Required for all spectator events at the Civic Center

<b>Missouri Room</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$435	\$500
Set-up/tear-down day*	\$217.50	\$250
*Maximum of 14 hours that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hr.		

<b>Rainbow or Ryan Room</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Week day	\$55	\$60
Weekend day	\$150	\$155

<b>Gibson Room</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$155	\$225
*Maximum of 12 hours that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hr.		

<b>Commission Chambers</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$185	\$250

<b>Holiday rates</b>	\$350 additional charge	\$385 additional charge
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### **Preferred Cater Program**

All catering	NA	RFP (4% to 8% of gross)
Facility and Equipment Surcharge	NA	\$.25/head w/Ordinance or through Park Foundation

**Discount:** A 15% discount may apply to multiple-room or multiple-day rentals. Discount may only be applied to full room rental rates.

**Annual increase:** Continue with an annual increase, based on the Consumer Price Index, on all fees, with the exception of the \$.50/ticket facility surcharge and the \$2/ticket Box Office fee.

**Background:**

The City Commission set the Public Hearing at the February 4, 2014, meeting.

Fees for the Mansfield Convention Center, Missouri Room, Gibson Room and Commission Chamber were last raised in May 2009 and have an annual increase. The rates for the Mansfield Theater were last increased in July 2006 and have an annual increase on the cap for rent and on the rehearsal rates.

Box Office services are included in the Mansfield Theater rent. Rates for all other box office services were set at 5% of gross in July of 2006 with a minimum and cap. Box Office services are required for all events contracted by non-residents. Non-residents are prohibited from sub-contracting through a local group for ticketing services. City retains exclusive rights to all electronic ticketing in the Civic Center. The objective is to provide convenient service to the patron expecting to have the ability to purchase at the Mansfield Box Office as well as secure our community member's investment in the ticket should the event cancel.

**Concurrence:**

The Mansfield Center for the Performing Arts Advisory Board reviewed the proposed fee increases for the above room rates at the September 20, 2013 meeting and recommended approval by the City Commission. The Board reviewed the Preferred Caterer's Program and at the December 20, 2013 meeting recommended approval by the City Commission. Great Falls Community Concert Association Board concurs with the new box office fee of \$2/ticket.

**Fiscal Impact:**

The above recommendation has taken into consideration current operating deficit as well as what the market will currently bear. Projected additional revenue per year is estimated at \$70,410.

**Alternatives:**

Alternatives would include increased general fund subsidy or a reduction in services and/or facilities.

**Attachments/Exhibits:**

1. Resolution 10053

**RESOLUTION NO. 10053**

**A RESOLUTION ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER**

**WHEREAS**, the Park and Recreation Department's primary focus is to enhance the overall health and livability of our community; and

**WHEREAS**, The Mansfield Convention Center is an ideal venue for conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions – perfect for events that bring people together. The convention center is operated by the City of Great Falls and rented through the Mansfield Events Office. The Events Office provides services – from setup and teardown to backstage technical staff and equipment, as well as a professional box office, high speed internet access and a bonded staff to sell merchandise; and

**WHEREAS**, the City Commission adopted Resolutions 9829, “A Resolution to Establish Fees for Mansfield Center for the Performing Arts at the Civic Center” on May 19, 2009, and Resolution 9549, “A Resolution Adopting New Rates and Fees for the Mansfield Events & Mansfield Box Office” on April 18, 2006. Said fees have not been adjusted since that time; and

**WHEREAS**, having considered the cost of operation, administration and services offered for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Ryan Room, and Box Office, it is deemed necessary and appropriate to adjust fees associated therewith; and

**WHEREAS**, hereafter the Park and Recreation staff shall evaluate these fees on an annual basis and may implement an annual inflationary increase in these fees using the Consumer Price Index, U.S. City average, all urban consumers, as published by the Bureau of Labor Statistics of the United States Department of Labor.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, AS FOLLOWS:**

That Resolutions 9829 and 9549 are hereby repealed; and

Rental and Box Office Fees for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Rainbow Room, and Ryan Room as set forth in Exhibit “A” attached hereto are hereby adopted; and

Equipment Rental Fees as set forth in Exhibit “B” attached hereto are hereby adopted; and

Additional Mansfield Contract Holder Fees as set forth in Exhibit “C” attached hereto are hereby adopted.

This Resolution shall become effective upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
February 18, 2014.

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Michael J. Winters, Mayor

ATTEST:

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Lucy Hallett, Deputy City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara Sexe, City Attorney

## EXHIBIT "A" TO RESOLUTION 10053

<b>Mansfield Theater</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Performance	8% of gross	8% of gross
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Facility and Equipment Surcharge	\$0.50/ticket	\$0.50/ticket
<b>Mansfield Convention Center*</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Attendance over 500	\$1,850	\$1,950
Attendance 500 and under	\$1,625	\$1,725
Non-alcohol event	\$1,295	\$1,395
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Backstage	\$660	\$880
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*Maximum of 16 hours that must be consecutive and between 7am and 1:30am. Additional hours are \$100/hr.		
<b>Box Office Services</b>		
All rooms except Theater	5% of gross ticket sales	5% of gross ticket sales
Minimum/Cap	\$300/\$2,300	\$300/\$2,500
Plus additional per ticket fee	\$0	\$2/ticket
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Week day	\$55	\$60
Weekend day	\$150	\$155
<b>Gibson Room</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
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<b>Commission Chambers</b>	<b><u>Current Fees</u></b>	<b><u>Proposed Fees</u></b>
Event day	\$185	\$250
<b>Holiday rates</b>	\$350 additional charge	\$385 additional charge
<b>Preferred Cater Program</b>		
All catering	NA	RFP (4% to 8% of gross)
Facility and Equipment Surcharge	NA	\$0.25/per head

**Discount:** A 15% discount may apply to multiple-room or multiple-day rentals. Discount may only be applied to full room rental rates.

**EXHIBIT "B" TO RESOLUTION 10053**

**Equipment Rental Fees**

Updated February 2014

<b>Room Inventory Included with Rental Fee</b>	<b>Missouri Room</b>	<b>Gibson Room</b>	<b>Convention Center</b>
60" Round Banquet Tables	30	8	70
6' Banquet Tables	12	2	28
8' Banquet Tables	13	8	42
30" Buddy Bars	0	0	10
Padded Chairs	250	80	800
4'x8' Riser	0	0	0
30 Gallon Garbage Cans	4	2	20
House Microphone	0	0	1
Hard Panels	0	0	28 single/2 double
<b>Standard Set-up Styles Seating Capacity</b>	<b>Missouri Room</b>	<b>Gibson Room</b>	<b>Convention Center</b>
Standing Room Only	500	100	2200
Theater	300	80	1510
Banquet	250	64	800
Classroom	180	40	480
Conference	n/a	n/a	n/a

**Other Equipment**

<b>Linens</b>	<b>Current Fee</b>	<b>Recommend</b>
60" Round Linen	\$2.25/each	\$2.50 ea
8' Banquet Linen	\$2.25/each	\$2.50 ea
13' Table Skirting	\$14.50/each	\$16.00 ea

\*Note: 1 free Table Skirt for every 20 Table Linens rented

<b>Pipe/Drape</b>	<b>Current Fee</b>	<b>Recommend</b>
Up to 210 linear ft. included in rental***	No Charge	No Charge
Pipe & Drape above 210 linear ft. usage	\$1/ft	\$1/ft
Outside rental	\$2/ft	\$3/ft
***Dependant on availability		

<b>Audio Visual</b>	<b>Current Fee</b>	<b>Recommend</b>
Portable Sound System w/up to 3 mics	\$50	\$75
Additional mics	\$25	\$25
Da-Lite Fast-Fold Truss Frame Movie Screen 16' tall X 27'6" wide (included w/Theater)	\$350	\$350
LCD Projector	\$150	\$150
Screen (9'x9' freestanding)	\$50	\$50
USA Flag	No Charge	No Charge
Montana Flag	No Charge	No Charge
Table Lectern	No Charge	No Charge
Standing Podium	No Charge	No Charge
Flip Chart	\$7.00	\$7.00
Standing Easel (metal) (flipchart attachment avail.)	No Charge	No Charge
Standing Easel (oak)	No Charge	No Charge
Table Top Easels	No Charge	No Charge

<b>Miscellaneous</b>	<b>Current Fee</b>	<b>Recommend</b>
Regular/Decaffeinated Coffee (5-gal coffee service)*	\$55	\$60
Regular/Decaffeinated Coffee (22 cup pot coffee service)*	\$20	\$25
Herbal/Black Tea*	\$10	\$25
Bottle Water	N/A	\$1/bottle
Coffee Pots	No Charge	\$10/cleaning fee
Misses Tea Maker	No Charge	\$10/cleaning fee
Exterior Dumpsters	Call for quote	Cost + 15%
Garbage Cans (95-gallon)	Call for quote	Cost + 15%
Garbage Cans (30-gal.) (CC/MR/GR)	No Charge	No Charge
Caterer's Carts	No Charge	\$10/cleaning fee
Clothed Movable Hard Panels (Convention Center only)	No Charge	No Charge
Stantions (included w/Theater)	No Charge	\$2/stantion
4'x8' Risers (Up to 6 available)	NC for 6, \$175/add. riser	\$25/riser
Stage Alterations (CC)	\$150min/\$300max	\$150min/\$300max
Tables (Quantites Per Above, Rental to Other Rooms if Available)	\$10.00/table	\$12/table
Buddy Bars (Rental to Other Rooms if Available)	No Charge	\$12/table
Chairs (Quantites Per Above, Rental to Other Rooms if Available)	\$2/chair	\$3/chair
Piano (included with Theater rent)	\$50	\$50
Piano Tuning	Call for quote	Cost+15% administrative fee



## EXHIBIT "C" TO RESOLUTION 10053

### Additional Mansfield Contract Holder Fees

Updated February 2014

#### **Mansfield Box Office:**

##### **Credit Card reimbursement fee**

3% of gross credit card sales or as allowed by law

##### **Postponement or cancellation**

Cancellation of order and refund: \$8/order plus 3% credit card reimbursement fee

Box Office staff to notify ticket buyers: \$25/hour w/2 hour minimum (Contract holder may opt to notify patron on their own.)

##### **Additional Box Office Services**

Rush fee \$350 for Show Build

Rebuild Show Build \$350

Extend Box Office Hours: \$25 hour 2 hour minimum/per person

Custom Box Office Reports: \$150 per report

Email Blast:

- Minimum of \$150 (and based on 5000 and under e-mails)
- \$250 for 5,000-9,999 e-mails
- \$400 for 10,000-24,999 e-mails
- \$600 for 25,000+ e-mails
- Rush fee \$350
- Graphic services minimum of \$350 + \$25 hour depending on complexity of request

Facebook Promotion:

- Minimum of \$100 + \$25 hour depending on complexity of request
- Rush fee \$350

##### **Sponsorship Opportunities**

Cost + 100% markup

- Back of ticket
- Will Call Envelope
- Mailing Envelope
- Ticket Replacement Card
- Theater Map

#### **Mansfield Theater and other rooms:**

##### **Ushers/Ticket Takers/House Manager/Merchandise Salesperson**

- Additional Ticket Takers and Ushers: \$12.25/hour/person with 2 hour minimum or hourly pay plus 30% with 2 hour minimum, whichever is greater.
- Additional House Manager: hourly pay plus 30% with 2 hour minimum

##### **Technical Director/Stagehands**

- Hourly plus 30% with 2 hour minimum/person

##### **Uniformed Armed Security/Other skilled labor**

- Great Falls Police Protective Association: hourly plus 15% with a 4 hour minimum/person
- All other skilled labor: hourly or flat rate plus 15% with a 2 hour minimum

**Process Promoter bills for vendor (cost withheld from ticket sales at final settlement)**

- Gross invoice amount plus 15%

**Rush Fee for set up requests provided less than 14 days out from event date**

- Labor cost plus 15%

**Rush Fee for required insurance documents provided less than 14 days out from event date**

- \$50 for general liability policy and endorsement papers
- \$50 for liquor liability policy and endorsement papers