

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That Resolutions 9829 and 9549 are hereby repealed; and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.

Michael J. Winters, Mayor

ATTEST:

Lucy Hallett, Deputy City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

EXHIBIT "A" TO RESOLUTION 10053

| | | |
|--|--|--|
| Mansfield Theater | <u>Current Fees</u> | <u>Proposed Fees</u> |
| 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 | \$0.50/ticket |
| | | |
| Mansfield Convention Center* | <u>Current Fees</u> | <u>Proposed Fees</u> |
| 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 |
| | | |
| Missouri Room | <u>Current Fees</u> | <u>Proposed Fees</u> |
| 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. | | |
| | | |
| Rainbow or Ryan Room | <u>Current Fees</u> | <u>Proposed Fees</u> |
| Week day | \$55 | \$60 |
| Weekend day | \$150 | \$155 |
| | | |
| Gibson Room | <u>Current Fees</u> | <u>Proposed Fees</u> |
| Event day | \$155 | \$225 |
| *Maximum of 12 hours that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hr. | | |

| Commission Chambers | <u>Current Fees</u> | <u>Proposed Fees</u> |
|----------------------------------|----------------------------|-----------------------------|
| Event day | \$185 | \$250 |
| Holiday rates | \$350 additional charge | \$385 additional charge |
| Preferred Cater Program | | |
| 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

| Room Inventory Included with Rental Fee | Missouri Room | Gibson Room | Convention Center |
|--|----------------------|--------------------|--------------------------|
| 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 |
| Standard Set-up Styles Seating Capacity | Missouri Room | Gibson Room | Convention Center |
| 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

| Linens | Current Fee | Recommend |
|---|----------------------------|-----------------------------|
| 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 | | |
| Pipe/Drape | Current Fee | Recommend |
| 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 | | |
| Audio Visual | Current Fee | Recommend |
| 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 |
| Miscellaneous | Current Fee | Recommend |
| 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