

RESOLUTION NO. 10071

A RESOLUTION ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER, SUPERSEDING FEES SET FORTH IN THE ATTACHED EXHIBITS TO RESOLUTION NO. 10053

WHEREAS, the Mansfield Center for the Performing Arts serves as a cultural, social and entertainment center for the Great Falls community and north central Montana; and

WHEREAS, The Mansfield Center for the Performing Arts, consists of the Mansfield Theater, Mansfield Convention Center and meeting rooms. The venue provides services – from staffing, to setup and teardown as well as equipment and box office services for an event. Other services provided include professional backstage crew, box office staff, ushers, and staff to sell merchandise as well as high speed internet access and concessions; and

WHEREAS, The Theater seats 1,782 and is adaptable for concerts, ballet, grand opera, road shows, off-Broadway stage productions, travelogues, conventions and lectures. The Convention Center is 15,300 square feet in size and is a venue for conventions, trade shows, meetings, concerts, fundraisers, banquets and wedding receptions; 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; 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 was deemed necessary and appropriate to adjust fees associated with these operations. The City Commission adopted Resolution 10053 on February 18, 2014, setting forth a new fee structure for the Mansfield Center for the Performing Arts. At that time, the City Commission acknowledged concerns from the public about some of the proposed fees, and invited interested parties to offer any fiscally sound alternatives that would address those concerns, without defeating the intent of Resolution 10053 to reduce reliance upon general fund revenues to support activities at the Mansfield; and

WHEREAS; since that time, City staff and the Chair of the Mansfield Center for the Performing Arts Advisory Board have worked closely to review the new fee structure, evaluate revenue estimates, and have made changes that provide clarification consistent with Commission direction.

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

- (1) Rental and Box Office Fees for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, Rainbow Room, and Ryan Room are adopted as set forth in Exhibit “A” attached hereto.
- (2) Equipment Rental Fees are adopted as set forth in Exhibit “B” attached hereto.

- (3) The fees set forth in Exhibits A and B attached to Resolution 10071 shall become effective upon adoption, superseding the fees set forth in the exhibits attached to Resolution 10053 adopted February 18, 2014.

BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, THAT:

Staff from the Mansfield Performing Arts Center, in conjunction with the City Manager's Office, shall evaluate these fees on an annual basis beginning in calendar 2015, but no later than April 1 of that year and each successive year, 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. Nothing in this Resolution shall prevent staff from making recommendations at any time to the City Commission for fee changes based upon other considerations.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, April 15, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

Exhibit “A” to Resolution 10071

Facility Fees/Rental Rates

Mansfield Theater

| | Proposed Fees |
|--------------------------------------|--|
| 1 st Performance | 8% of gross ticket sales |
| Minimum/Cap | \$950/\$4,335 |
| 2 nd Performance in a Day | 8% of gross ticket sales |
| Minimum/Cap | \$475/\$4,335 |
| Event w/out Admission Charge | \$1,145 |
| Hourly Rate (2 Hour Minimum) | \$45 an hour/\$475 cap |
| Facility and Equipment Surcharge* | \$0.50 per ticket |
| Ticket Surcharge* | \$1.50/ticket |
| Credit Card Reimbursement Fee | 3% of gross credit card sales or as allowed by law |
| Merchandising Fee | 20% of gross sales |

* Excludes up to 30 complimentary tickets for renter & all complimentary tickets for house.

See Mansfield Box Office Services for a full listing of Ticketing Services Fees.

Mansfield Convention Center

| | Proposed Fees |
|---|---|
| Attendance over 500 w/alcohol | \$1,950 |
| Attendance 500 and under w/alcohol | \$1,725 |
| Non-Alcohol Event | \$1,395 |
| Hourly for Set-Up or Tear-Down | \$100 an hour (minimum \$200/no maximum) |
| Extend Rental Day | \$100/hour |
| Walk-in Cooler | \$250 per day (usage included with rent of \$800 or more) |
| Backstage Use with Theater Rental | \$880 |
| Box Office for Events with Tickets sold to Public | 5% of gross ticket sales |
| Minimum/Cap | \$300/\$2,500 |
| Ticket Surcharge* | \$1.50/ticket |
| Credit Card Reimbursement Fee | 3% of gross credit card sales or as allowed by law |
| Merchandising Fee | 20% of gross sales |

* Excludes up to 30 complimentary tickets for renter & all complimentary tickets for house.

Rental fee is based on a maximum of 16 consecutive hours between 7 a.m. and 1:30 a.m.

See Mansfield Box Office Services for a full listing of Ticketing Services Fees.

Missouri Room

| | Proposed Fees |
|-------------------------|----------------------|
| Event Day | \$500 |
| Extend Rental Day | \$50/hour |
| Set-Up or Tear-Down Day | \$250 |

Rental is a maximum of 14 consecutive hours and between 7 a.m. and 12:30 a.m.

Gibson Room

| | Proposed Fees |
|-------------------|----------------------|
| Event day | \$225 |
| Extend Rental Day | \$50/hour |

Rental is a maximum of 12 consecutive hours and between 7 a.m. and 12:30 a.m.

Rainbow or Ryan Room

| | |
|--------------------|------------------------------|
| Weekday | Proposed Fees \$60 |
| Weekend Rental/Day | \$155 |
| Extend Rental Day | \$50/hour |
| Specialty Set-Up | \$155 |

Rental is a maximum of 12 consecutive hours and between 7 a.m. and 9:30 p.m.

Rental is a maximum of 14 consecutive hours and between 7 a.m. and 12:30 a.m. when rented in conjunction with the Missouri Room.

Commission Chambers

| | |
|-------------------|-------------------------------|
| Event day | Proposed Fees \$250 |
| Extend Rental Day | \$50/hour |

Rental is a maximum of 12 consecutive hours and between 7 a.m. and 12:30 a.m.

Preferred Caterers Program

The Mansfield Performing Arts Center will be issuing a request for proposals for qualified and experienced food service providers to become “Preferred Caterers” of the facility. The goal of having a Preferred Caterers Program is to provide quality and affordable food service options for renters as well as attract new clients to the facility.

All Catering

| | |
|----------------------------------|---|
| Contracted Preferred Caterers | Proposed Fees 4% to 8% of gross sales |
| Facility and Equipment Surcharge | \$0.25 per head |

Mansfield Box Office Services

The use of the Mansfield Box Office Ticketing Services is required for all events held in the Mansfield Theater and is also required for all publicly advertised events held in the Convention Center and/or Meeting Rooms, for which admission is charged or tickets are sold. Ticketing fees are in addition to room rental fees.

Box Office /Ticketing Services

| | |
|---|--|
| Ticketing Services for all Rooms except Theater | Proposed Fees 5% of gross ticket sales |
| Minimum/Cap | \$300/\$2,500 |
| Ticket Surcharge | \$1.50 per ticket |
| Single Ticket Convenience Fee | \$2.00 per ticket purchased online/mail/phone |
| Series Ticket Convenience Fee | \$1.00 per ticket for packages purchased online/mail/phone |
| Exchange Fee | \$2.00 per ticket |
| Credit Card Reimbursement Fee | 3% of gross credit card sales or as allowed by law |

Box Office /Ticketing Services - Off Premise Events

| | |
|-------------------------------|---|
| Ticketing Services | Proposed Fees 5% of gross ticket sales |
| Minimum/Cap | \$300/\$2,500 |
| Ticket Surcharge | \$1.50 per ticket |
| Single Ticket Convenience Fee | \$2.00 per ticket purchased online/mail/phone |
| Series Ticket Convenience Fee | \$1.00 per ticket for package purchased online/mail/phone |
| Exchange Fee | \$2.00 per ticket |
| Credit Card Reimbursement Fee | 3% of gross credit card sales or as allowed by law |

Other Services

Additional Staffing Services

Ushers/Ticket Takers

Additional Staffing Needs

Technical Director/Stagehands

Great Falls Police Protective Association

Proposed Fees

\$12.25/hour/person (2 hour minimum)

OR

hourly pay plus 30% (2 hour minimum) whichever is greater

hourly pay plus 30% (2 hour minimum)/person

hourly pay plus 30% (2 hour minimum)/person

hourly pay plus 15% (4 hour minimum)/person

Additional Rental Options

Multiple-room/Multiple Day Rentals

Holiday Rates

Proposed Fees

15% discount may (discount applies to full room rental rates)

\$385/in addition to rent

Holiday rate applies to all rentals that fall on a City of Great Falls holiday.

Additional Ticketing Services

Ticketing Postpone/Cancellation of Event

Hire Box Office to notify Patron of Cancellation

Ticketing Show Build Rush Fee

Ticketing Rebuild Show

Extend Box Office Hours

Custom Box Office Reports

Proposed Fees

\$8 per order plus 3% credit card reimbursement fee

\$25 per hour (2 hour minimum)

\$350

\$350

\$25 per hour/per person (2 hour minimum/per person)

\$150 per report

Promotional Opportunities

Email Blasts

- Minimum/ 5000 and under e-mails)

- 5,000-9,999 e-mails

- 10,000-24,999 e-mails

- 25,000+ e-mails

- Rush fee

- Graphic Services

Facebook Promotion

- Rush Fee

Box Office Sponsorship Opportunities*

Proposed Fees

\$150

\$250

\$400

\$600

\$350

\$350 minimum + \$25 per hour depending on complexity

\$100 minimum + \$25 per hour depending on complexity

\$350

Cost + 100% markup

**Sponsorship opportunities include, but are not limited to: back of ticket, will call envelope, mailing envelope, ticket replacement card and theater map.*

Other Services/Rush Services

Process Pre-Authorized Renter's Outside Vendor Bills*

Room Set up Rush Fee** *

General Insurance Liability & Endorsement Rush Fee** *

Liquor liability policy and endorsement Rush Fee***

Proposed Fees

Gross invoice plus 15%

Labor cost plus 15%

\$50

\$50

**Cost withheld from ticket sales at final settlement.*

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

****Fee charged by Events Office to complete insurance paperwork less than 14 days out from rental.*

EXHIBIT "B" TO RESOLUTION 10071

**Equipment Rental Fees
Updated March 2014**

| EQUIPMENT | FEE |
|---|-----------------------------|
| Linens | |
| 60" Round Linen | \$2.50 ea |
| 8' Banquet Linen | \$2.50 ea |
| 13' Table Skirting | \$16.00 ea |
| *Note: 1 free Table Skirt for every 20 Table Linens rented | |
| Pipe/Drape | |
| Up to 210 linear ft. included in rental*** | No Charge |
| Pipe & Drape above 210 linear ft. usage | \$1/ft |
| Outside rental | \$3/ft |
| ***Dependant on availability | |
| Audio Visual | |
| Portable Sound System w/up to 3 mics | \$75 |
| Additional mics | \$25 |
| Da-Lite Fast-Fold Truss Frame Movie Screen 16' tall X 27'6" wide (included w/Theater) | \$350 |
| LCD Projector | \$150 |
| Screen (9'x9' freestanding) | \$50 |
| USA Flag | No Charge |
| Montana Flag | No Charge |
| Table Lectern | No Charge |
| Standing Podium | No Charge |
| Flip Chart | \$7.00 |
| Standing Easel (metal) (flipchart attachment avail.) | No Charge |
| Standing Easel (oak) | No Charge |
| Table Top Easels | No Charge |
| Miscellaneous | |
| Regular/Decaffinated Coffee (5-gal coffee service)* | \$60 |
| Regular/Decaffinated Coffee (22 cup pot coffee service)* | \$25 |
| Herbal/Black Tea* | \$25 |
| Bottle Water | \$1/bottle |
| Coffee Pots | \$10/cleaning fee |
| Misses Tea Maker | \$10/cleaning fee |
| Exterior Dumpsters | Cost + 15% |
| Garbage Cans (95-gallon) | Cost + 15% |
| Garbage Cans (30-gal.) (CC/MR/GR) | No Charge |
| Caterer's Carts | \$10/cleaning fee |
| Clothed Movable Hard Panels (Convention Center only) | No Charge |
| Stantions (included w/Theater) | \$2/stantion |
| 4'x8' Risers (Up to 6 available) | \$25/riser |
| Stage Alterations (CC) | \$150min/\$300max |
| Tables (Quantites Per Above, Rental to Other Rooms if Available) | \$12/table |
| Buddy Bars (Rental to Other Rooms if Available) | \$12/table |
| Chairs (Quantites Per Above, Rental to Other Rooms if Available) | \$3/chair |
| Piano (included with Theater rent) | \$50 |
| Piano Tuning | Cost+15% administrative fee |

| Room Inventory | 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/Room 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 |