

RESOLUTION NO. 10312

A RESOLUTION ESTABLISHING FEES FOR THE MANSFIELD CENTER FOR THE PERFORMING ARTS AT THE CIVIC CENTER AND SUPERSEDING RESOLUTIONS 10071 AND 10118

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 10071, “A Resolution Establishing Fees for the Mansfield Center for the Performing Arts at the Civic Center, Superseding Fees Set Forth in Resolution 10053” on April 15, 2015, and Resolution 10118, “A Resolution Amending Resolution 10071, Revising the Mansfield Box Office Ticketing Services Language” on August 18, 2015; and

WHEREAS, having considered the cost of operation, administration and services offered for the Mansfield Theater, Mansfield Convention Center, Missouri Room, Gibson Room, and Box Office, it was deemed necessary and appropriate to adjust fees associated with these operations to reduce support from the General Fund.

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, and Rainbow 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 10312 shall become effective upon adoption, superseding the fees set forth in Resolutions 10071 and 10118.

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 2020, 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, September 3, 2019.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney

Exhibit "A" To Resolution

Mansfield Convention Center*	<u>Current Fees</u>	<u>Proposed Fees</u>
Attendance over 500	\$1,950	\$1,995
Attendance 500 and under	\$1,725	\$1,795
Non-alcohol event	\$1,395	\$1,495
Backstage	\$880	\$895
Set-up or tear-down day (Must be consecutive hrs)	\$100/hr minimum \$200 No Maximum	No Change
Walk-in cooler for set-up day	\$250 (Included w/\$800 or more)	No Change (Included w/\$400 or more)
Merchandising fee	20% of gross	No Change

* Maximum of 16 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$100/hour

Box Office Services and Convention Center

Use of Mansfield Box Office	5% of gross	Optional except concerts and sporting events
Minimum/Cap	\$300/\$2,300	No Change
Plus additional per ticket fee	\$2/ticket	No Change

Missouri Room*	<u>Current Fees</u>	<u>Proposed Fees</u>
Event day	\$500	\$600
Set-up/tear-down day	\$250	\$300

* Maximum of 14 hrs that must be consecutive and between 7am and 12:30am. Additional hours are \$50/hour

* Rent is \$500 when used in conjunction with the theater as a dressing room.

Rainbow or Ryan Room	<u>Current Fees</u>	<u>Proposed Fees</u>
Week day	\$60	\$75
Weekend day	\$155	\$160

Gibson Room *	<u>Current Fees</u>	<u>Proposed Fees</u>
Event day	\$225	\$250

* Maximum of 12 hrs that must be consecutive and between 7am and 1:30am. Additional hours are \$50/hour

Commission Chambers	<u>Current Fees</u>	<u>Proposed Fees</u>
Event day	\$250	No Change

*Rent is \$125 when used in conjunction with the theater as a dressing room.

Holiday rates	\$385 additional charge	No Change
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Discount: A 15% discount may apply to multiple-room or multiple-day rentals. Discount may only be applied to full room rental rates.

Mansfield Theater	<u>Current Fees</u>	<u>Proposed Fees</u>
Performance	8% of gross	No Change
Box Office Fee	\$1.50	No Change
Facility Surcharge	\$0.50/ticket	No Change
Convenience Fee	\$2.00	\$4.00
Minimum/Cap	\$950/\$4335	No Change

Event w/out ticketing	\$1,145	\$1,195
Wedding	None	\$500 plus hourly rate and labor(2hr min)
Setup/Tear Down Day	\$475	\$495
Credit Card Fee	3% Or as allowed by law	4% Or as allowed by law

Mansfield Box Office Ticketing Services

The use of the Mansfield Box Office is required for all events held in the Mansfield Theater. The use of the Mansfield Box Office is required for all concerts and sporting events held in the Convention Center. Promoters located outside the State of Montana, are required to use the Mansfield Box Office for all publicly ticketed events held at the Mansfield Center for the Performing Arts. The Mansfield Box Office retains exclusive rights to all internet sales for events held in the Mansfield Theater. The use of the Mansfield Box Office is not required for events being held in the Commission Chambers, Gibson Room, Missouri Room or any of the smaller meeting rooms. Ticketing fees are in addition to room rental fees.

** The City reserves the right to require the sponsoring organization to use the Mansfield Box Office if a competing ticket outlet or location is used for ticket sales. However, tickets can be sold by the sponsoring organization.*

**RESOLUTION 10312 EXHIBIT
B**

FISCAL YEAR 2018 (July 2017 - June 2018)

CONTRACT #	EVENT DATE(s)	PERMIT HOLDER	Est Attn# #	ROOM(S)	2018	Increased Amount
18-01	9/9/17	Swartz Reception	150	Missouri Room	\$500.00	\$600.00
18-3	8/2/17	MT Coaches BBQ	800	Convention Center	\$1,950.00	\$1,995.00
18-4	10/4-5/17	Benefis Employee Banquet	600	Convention Center	\$1,950.00	\$1,995.00
18-5	8/12/17	Pimperton Reception	350	Convention Center	\$1,725.00	\$1,800.00
18-6	8/12/17	King Reception	200	Missouri Room	\$500.00	\$600.00
18-7	8/5/17	Benefis Employee Picnic	1000	Convention Center	\$1,950.00	\$1,995.00
18-8	7/28 or 7/29/17	Nursing Graduation	300	Missouri Room	\$500.00	\$600.00
18-17	4/28/18	12 Step Study	150	Missouri Room	\$500.00	\$600.00
18-19	3/15-17/18	Studio 706	300	Gibson Room	\$450.00	\$500.00
18-20	9/9/17	Russell Movie	1000	Theater	\$1,145.00	\$1,195.00
18-21	8/21/17	Life Line Screening	50	Gibson Room	\$225.00	\$250.00
18-22	11/18/17	Great Falls High Prom	399	Convention Center	\$1,395.00	\$1,495.00
18-23	7/15/17	Conradi Reception	240	Missouri Room	\$500.00	\$600.00
18-24	9/27/17	Montana League of Cities and Towns (MLCT)	300	Missouri Room	\$500.00	\$600.00
18-26	7/10-14/17	Opportunities Inc	120	Missouri Room	\$2,000.00	\$2,400.00
18-27	8/5/17	Hallie Noland - Bridal Shower	40	Gibson Room	\$225.00	\$250.00
18-38	11/9/17	Symphony School Concert Fall	1500	Theater	\$1,145.00	\$1,195.00
18-39	4/12/18	Symphony School Concert Spring	1500	Theater	\$1,145.00	\$1,195.00
18-46	7/29/17	Great Falls High 40th Reunion	150	Convention Center	\$1,725.00	\$1,800.00
18-47	8/3/17	Schmidt Wedding Reception	65	Gibson Room	\$225.00	\$250.00
18-48	9/5-7/17	Opportunities Inc	120	Missouri Room	\$1,500.00	\$1,800.00
18-50	8/19/17	Dustin Utley, c/o Croxford Funeral Home & Crematory, Inc.	150	Missouri Room	\$500.00	\$600.00
18-53	1/17-18/18	Pork Producers	200	Convention Center	\$1,725.00	\$1,800.00
18-54	12/7-9/17	Organic Farmers Association	200	Convention Center	\$6,020.00	\$6,345.00
18-55	10/19-20/17	Montana Downtown Conference	120	Missouri Room	\$500.00	\$600.00
18-56	9/30/17	MT Amateur Hockey Association	150	Rainbow/Chambers/Missouri/Gibson	\$1,035.00	\$1,175.00
18-57	12/2/17	Tara Livingston 16th Birthday Party	40	Gibson Room	\$225.00	\$250.00
18-58	12/15/17	Loebro Christmas Party	200	Missouri Room	\$500.00	\$600.00
18-59	10/14/17	Holy Spirit	399	Convention Center	\$1,725.00	\$1,800.00
18-60	10/6/17	Johnson Birthday Party	40	Gibson Room	\$225.00	\$250.00
18-61	5/15/18	Griz BBQ	800	Convention Center	\$1,950.00	\$1,995.00
18-63	4/14/18	Central Catholic High School	399	Convention Center	\$1,725.00	\$1,800.00
18-64	10/30/17	Smith River Meeting (DEQ)	300	Missouri Room	\$500.00	\$600.00
18-66	4/21/18	Salute to Women	240	Missouri Room	\$500.00	\$600.00
18-67	1/20-21/18	Grand Style Productions Bridal Show	500	Convention Center	\$2,790.00	\$2,990.00
18-68	11/9/17	Spirit of Women	240	Missouri Room	\$500.00	\$600.00
18-69	4/20/17	GF Public Schools MIOSM	1200	Theater & Convention Center	\$1,145.00	\$1,195.00
18-70	12/5-6/17	Cascade County Tavern Association	499	Convention Center	\$1,950.00	\$1,995.00
18-71	6/7-10/18	Beer and Gear	1200	Convention Center	\$3,675.00	\$3,795.00
18-72	12/1-2/17	MANG	750	Convention Center	\$1,395.00	\$1,495.00
18-73	12/11/17	CMR Holiday Concert	700	Convention Center	\$1,145.00	\$1,195.00
18-74	12/23-24/17	Faith Center Christmas	2200	Theater & Gibson	\$1,145.00	\$1,195.00
18-75	3/31-4/1/18	Faith Center Easter	2800	Theater & Gibson	\$1,145.00	\$1,195.00
18-76	4/6-7/18	Rocky Mountain Elk Foundation(RMEF)	399	Convention Center	\$1,725.00	\$1,800.00
18-77	4/17/18	Lewis and Clark Trail Mixer	399	Convention Center	\$1,725.00	\$1,800.00
18-78	4/16/18	Great Falls Rescue Mission	499	Convention Center	\$1,395.00	\$1,495.00
18-79	5/24/18	MT Federal Credit Union	800	Convention Center	\$1,395.00	\$1,495.00
18-80	6/2/17	Osterman Reception	240	Missouri Room	\$500.00	\$600.00
18-81	12/6/17	Produce Safety Training	20	Rainbow Room	\$60.00	\$75.00
18-82	3/24/18	CMR Highschool Prom	800	Convention Center	\$1,395.00	\$1,495.00
18-83	3/31/18	Giant Springs Congregation	185	Missouri Room	\$500.00	\$600.00

18-84	4/10/18	Benefis Volunteer Banquet	499	Convention Center	\$1,725.00	\$1,800.00
18-85	12/5/17	Slaughterhouse public meeting	240	Missouri Room	\$500.00	\$600.00
18-87	5/10-14/18	Benefis Mayfaire	680	Convention Center	\$1,950.00	\$1,995.00
18-88	3/10-11/18	Sheer Elite	150	Theater/Missouri/Gibson	\$2,370.00	\$2,645.00
18-89	5/17-19/18	Miss Linda's	573	Theater, Missouri, Gibson, Rainbow	\$1,345.00	\$1,600.00
18-91	2/26/18	Timeless Seeds	60	Gibson Room	\$225.00	\$250.00
18-92	5/4/18	MSU Pinning Ceremony	200	Missouri Room	\$500.00	\$600.00
18-93	1/27/18	Edward Jones	240	Missouri Room	\$500.00	\$600.00
18-94	1/2/18	Opportunities Inc	50	Missouri Room	\$500.00	\$600.00
18-95	4/28/18	Mule Deer Foundation	299	Convention Center	\$1,725.00	\$1,800.00
18-96	3/11-19/18	The Russell	2500	Convention Center/Theater/Missouri Room	\$10,585.00	\$11,280.00
18-98	3/2/18	LOCASH - Concert	1200	Center	\$1,725.00	\$1,800.00
18-99	2-26 & 3-5/18	Tokerud & McCarty Meeting	10	Rainbow room	\$120.00	\$150.00
18-100	1/31-2-1/18	Farmers Business Network	150	Convention Center	\$2,225.00	\$2,400.00
18-102	4/19-20/18	Pro-Build	350	Convention Center	\$1,725.00	\$1,800.00
18-103	6/26-27/18	Great Falls Munciple Band (Muni Band)	650	Convention Center	\$1,395.00	\$1,495.00
18-104	4/14/18	Slaughterhouse public meeting	240	Convention Center	\$500.00	\$600.00
18-105	2/20/18	Montana State AFL-CIO	20	Gibson Room	\$225.00	\$250.00
18-106	5/1/18	RSVP Lunch - United Way	175	Missouri Room	\$500.00	\$600.00
18-107	3/23/18	Opportunities Inc	120	Missouri Room	\$500.00	\$600.00
18-111	6/6/18	State of Montana Local Government Training	35	Gibson Room	\$225.00	\$250.00
18-113	6/18/18	Hausman Memorial Service	60	Gibson Room	\$225.00	\$250.00
18-114	6/18/19	Evershed-Sutherland Law firm	10	Rainbow Room	\$120.00	\$150.00
					\$95,898.00	\$101,260.00

	Old	New	
Rainbow	\$60.00	\$75.00	25.00%
Gibson	\$225.00	\$250.00	11.10%
Chambers	\$250.00	\$250.00	0.00%
Missouri	\$500.00	\$600.00	20.00%
Theater	\$1,145.00	\$1,195.00	4.40%
Convention Cent	\$1,395.00	\$1,495.00	6.40%
	\$1,725.00	\$1,795.00	7.10%
	\$1,950.00	\$1,995.00	2.30%
Theater Tickete	\$950 min	\$950 min	0.00%
ater Non-Ticket	\$1,145.00	\$1,195.00	4.30%
			8.06%

Average Increase

**Equipment Rental Fees
Updated January 2019**

	EQUIPMENT (optional)	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

**\$75
\$75
Remove
Remove
Remove**

	Table Top Easels	No Charge
	Projector in Gibson and Chambers	\$50.00
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

\$5/stantion