

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.*