

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 20075

A RESOLUTION ESTABLISHING THE FEES CHARGED BY THE HELENA CIVIC CENTER FOR MULTIPLE PERFORMANCES AND LONG-TERM USE

WHEREAS, the City of Helena owns and operates a facility known as the Civic Center; and

WHEREAS, the City of Helena, in the prudent management of its financial affairs, must charge fees for the use of the Civic Center that support the cost of operating said facility; and

WHEREAS, the Civic Center Board recommended an increase in the fees currently charged by the Helena Civic Center; and

WHEREAS, the Helena City Commission held a public hearing on this resolution on **April 7, 2014, at 6:00 p.m.** in the Commission Chambers at 316 North Park Avenue in Helena, Montana.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. The Helena City Commission hereby establishes the fees to be charged for the use of the Civic Center as shown on the attached Exhibit "A," effective on the date of this resolution.

PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA, MONTANA, THIS 7th DAY OF APRIL, 2014.

/S/ James E. Smith
MAYOR

ATTEST:

/S/ Debbie Havens
CLERK OF THE COMMISSION

EXHIBIT "A"

Helena Civic Center Ticketing Fee Schedule

CHARGES TO PROMOTER

SALES:

- Ticket charge = \$.50/ticket
- Box Office Service Fee = 5% of gross sale
Box Office Service fee + Ticket charge = ~~\$3,000.00~~ **\$300 minimum and \$3,500 maximum**
- Comp/**consigned** tickets will be charged at \$1.00/ticket
- 4% charge for all credit card sales
- Extra Fee of \$25/hour per person with a minimum of 2 hours each person charged for box office hours requested outside the normal operating hours of 10:00 AM – 4:00 PM Monday-Friday and 1.5 hours before the start of an event.
- Returned consigned tickets charged at ~~\$.15/tx~~ **\$.25/tx**

RETURNS FOR CANCELLED SHOWS: Charged at \$.50/ticket + 5% gross sale amount

CHARGES TO PATRON

- Mailing fee \$2.00 per order, charged to client
- Patrons who choose to purchase by mail, phone or Internet are charged a non-refundable \$2 per ticket convenience fee, 100% of which is retained by the Helena Civic Center

H:Share/CivicCenter/Tickets/Tickfees-proposed 2/4/14

Crossout = deleted language

Bold = new language

BALLROOM RENTAL FEE SCHEDULE

HELENA CIVIC CENTER, 340 NEILL AVENUE, HELENA, MT (406) 447-8060

**Ballroom available from 6AM-2AM next day. Specific event hours arranged through Civic Center manager.
No additional charge if set-up/load-out is done on the day of the event**

Ballroom rental Monday-Thursday			\$600 \$650 per day	
Ballroom rental Friday-Sunday			\$700 \$750 per day	
Set-up/load-out days (no public) Monday-Thursday			\$300 \$350 per day	
Set-up/load-out days (no public) Friday-Sunday			\$350 \$400 per day	
Full facility rental - Non-performing			\$1,050 \$1,200 per day	
On Site Rental Equipment-Items rented individually as indicated below				
Audio equipment				
	Overhead sound with one mic		Complimentary	
	Surround sound requiring use of soundboard		\$50	
	Additional microphones		\$10 each	
Food and Bar Fees				
	Serving of food/soft beverage (1st day)		\$150	
	Each additional day		\$50 \$75	
	Serving of beer/wine/liquor/soft beverage(1st day)		\$225	
	Each additional day		\$75 \$100	
Exposition tables (rectangular)				
	Available styles:	Quantity available		
	8' x 2 1/2' rectangular	150	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
	6' x 2 1/2' rectangular	11	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
	6' x 18" skinny rectangular	5	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
	30" x 30" square (card table sized)	6	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
Round tables				
	Available styles:			
	5' Round	75	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
	6' Round	6	\$4.00 \$5.00 each per day	\$15.00 \$18.00 each per week
Chairs				
	Available styles:			
	Padded chairs (non folding)	600	\$.40 \$.50 each per day	\$1.25 \$1.50 each per week
	Standard metal folding chairs	350	\$.40 \$.50 each per day	\$1.25 \$1.50 each per week
Risers	Risers are 4' x 8'. Heights are 8" or adjustable	36 tops available	\$15 per riser per day	\$45 per riser per week
Bars	Concession bar, ticket bar		Complimentary	
Tablecloths/skirts	Limited quantities of burgundy or black		\$15 per table	advance notice
Pipe and drape	Limited quantities of burgundy or black		\$2 per lineal foot	
Security/Police	Depending on nature of event, may be required		\$1 per hour per officer over cost	
Miscellaneous other equipment				
	Ficus trees, 5' high	35	\$4.00 each	
	Coat racks	3	\$5.00 each	
	Pedestals-Wood and Fabric	15	\$15 each	
	Art Doors			
	4' Door Units	1	\$15 each	
	3' Door Units	5	\$15 each	
	Flags: Montana and American on stands	1	complimentary	
	Sanitation charge (when extra dumpsters needed)		Actual charge + 10%	
	Music Stands	12	\$2 each	
	Music Stand lights	12	\$2 each	
	Art Door lights	24	\$2 each	
	Rear Projection screen (9' x 9')	1	\$50	
	Front Projection screen (12' x 12')	1	\$100	
	Front Projection Screen (6'x8')	1	\$50	
	Vose and Son 6' older-style grand piano (tuning arranged separately)	1	\$35	

AUDITORIUM RENTAL FEE SCHEDULE		
HELENA CIVIC CENTER, 340 NEILL AVENUE, HELENA, MT (406) 447-8060		
Auditorium available from 6AM-2AM next day. Specific event hours arranged through Civic Center manager.		
No additional charge if set-up/load-out done on the day of event.		
Auditorium performance rental: 7% of gross ticket sales:		
with a Minimum fee of \$700 \$750 per performance and a Maximum fee of \$2,500 \$3,000 per performance		
Series rate: defined as 4 or more performances by a single producer, Sept-June: \$700 \$750 per performance		
Summer room rental rate: July and August, \$7,500 per month with a 1 month minimum, 500 seating maximum, producer provides technicians, room cooling and cleaning		
Ballroom mezzanine rental (if required)		\$175 \$225 per day
Set-up/load-out rehearsal days (no public) Monday-Thursday		\$300 \$350 per day
Set-up/load-out rehearsal days (no public) Friday-Sunday		\$350 \$400 per day
Full facility rental - Non-performing		\$1,050 \$1,200 per day
On Site Rental Equipment-Items rented individually as indicated below		
Lighting equipment		
Minimum lighting fee, light board used (up to 60 lights)		\$300 per performance
60-90 lighting instruments used		\$450 per performance
Additional instruments		\$10 each instrument
2nd & subsequent performances		1/2 cost of first performance total
Instruments without light board		\$10 each instrument
Robotic lights (4 available)		each charged as a regular lighting instrument
Lycian spotlights (operators billed separately)		\$80 \$100 per pair per performance
Audio equipment		
For more than one mic or one monitor:		
Base sound fee		\$150 \$200 per performance
Plus for each additional microphone/monitor		\$10 each per performance
2nd & subsequent performances		1/2 cost of first show total
Technicians		
Tech director (required)		Hourly wage + 35%
Technicians per hour (wage varies)		Hourly wage + 35%
Ushers		
Head Usher (2-4 may be required)		\$25-\$35 \$30-\$40 per usher per performance
Risers		
Risers are 4'x 8'. Heights are 8" or adjustable 16"-40"		\$15 per riser per day; \$45 per riser per week
Pipe and drape		
Limited quantities of burgundy or black		\$2 per lineal foot
Security/Police		
May be required		\$1 per hour per officer over cost
Miscellaneous other equipment		
Tables used (regardless of style)		\$4 \$5 each per day; \$15 \$18 each per week
Chairs used (regardless of style)		\$0.40 \$0.50 each per day; \$1.25 \$1.50 each per week
Roscoe Floor		\$100
Gaffer's Tape		\$25 each roll used
Ficus trees 5' high		\$4.00 each
Coat racks		\$5.00 each
Flags: Montana and American on stands		complimentary
Sanitation charge (when extra dumpsters needed)		Charged rate + 10%
Music Stands		\$2 each
Music Stand lights		\$2 each
Rear Projection screen (9' x 9')		\$50
Front Projection screen (12' x 12')		\$100
Front Projection screen (6' x 8')		\$50
Steinway 9' Grand Piano		\$125 per day
(tuning arranged separately)		
Tablecloths/skirts		\$15 per table
Power charges		
Actual power usage will be passed thru as a cost to users of the building		
Catering		
Thru prior arrangement		Charged rate + 10%
Merchandising		
Thru prior arrangement		20% of gross sales
H:CF/Cvc/Bldg/Fees 2014-2015, proposed 2/47/14		