

CIVIC CENTER RENTAL FEE SCHEDULE**HELENA CIVIC CENTER, 340 NEILL AVENUE, HELENA, MT (406) 447-8481**

Each event's specific hours will be staffed/contracted through Civic Center manager.

No additional room rental charge if set-up/load-out is done on the day of the event within the hours allocated.

Auditorium Rental - Available 6am - 2am

Auditorium rental	7% of gross ticket sales Minimum fee of \$900 per performance Maximum fee of \$4,000 per performance
Auditorium rental no performance	\$900/day
Auditorium rental no performance Mon-Thu	25% discount
Auditorium rental series rate	\$900 per performance Minimum of 4 performances by a single producer September - June
Ballroom mezzanine (if required for backstage space with auditorium rental)	\$500 per day
Auditorium Set-up/rehearsal days (no public, must include consecutive perf ren	\$400 Mon-Thu; \$550 Fri-Sun per day

Ballroom Rental - Available for 15 consecutive hours between 7AM-1AM

Ballroom rental (includes 1 technician)	\$1,000 per day
Ballroom rental with event held Monday-Thursday	25% discount
Set-up/load-out days up to 15 consecutive hours (no public)	\$450 Mon-Thu, \$650 Fri-Sun
Hourly rate for excess time over 15 hours	\$100.00 / hour
Auditorium stage and arena* (if required for exhibit space with ballroom rental) *Auditorium house seating not available under this rate	\$500 per day
Meeting/Classroom space*; M-Th 8am-8pm *At the discretion of Civic Center management	\$150.00 / hour (2hr min / 4hr max)
Ballroom rental series rate (includes 1 technician)	\$750 Fri-Sun, \$600 M-Th per day Minimum of 4 performances September - June

Full Facility Rental - Available 6am - 2am

Full facility rental (no performance in auditorium)	\$1,750 per day
Full facility rental Mon-Thu (no performance in auditorium)	\$1,250 per day
Full facility Set-up/load-out (no performance in auditorium)	\$800 Mon-Thu, \$950 Fri-Sun

Equipment Rental

	Cost each per day	Cost each per week
Tables	\$5.00	\$15.00
Chairs	\$0.50	\$1.50
Risers	\$15.00	\$45.00
Pipe and Drape (per foot)	\$1.00	\$3.00
Roscoe Dance Floor	\$200.00 per event	NA

Auditorium Sound and Light

Lighting fee, light board used	\$400 per performance
Lighting fee, 2nd & subsequent performances	\$200 per performance
Lycian spotlights (operators billed separately)	\$100/pair per performance
Sound fee	\$200 per performance
Sound fee, 2nd & subsequent performances	\$100 per performance

Technician/Labor Fees

Tech director (required for auditorium events)	\$30 / hour
Technicians	\$20 / hour
Stagehands	\$15 / hour

Other Fees

Serving of alcohol in ballroom	\$200/ day	\$100 each additional day
Merchandising in lobby/auditorium		20% of gross sales
Screen/Projector Package	\$200/day	\$100 each additional day
Lounge (M-F stand alone, M-Sun w/Aud or BR)	\$50/hour	\$250/day
Outside Services or Materials		Vendor's rate + 10%
Marketing Services		TBD by Management, Varies

Fees for uses of the building outside the parameters of the above fee schedule will be determined by the City of Helena.

The City of Helena may sponsor events through promotion or co-promotion.