

SUGGESTED TIME-LINE & REQUIREMENTS
HELENA CIVIC CENTER AUDITORIUM EVENTS
Administration Office at the Civic Center 406-447-8481

2 - 6 months prior to event

- Schedule meeting with Civic Center to discuss tentative needs, estimated timeframe of event, gather information and discuss ticketing and technical plans.
- Assign point person to handle the event with the Civic Center. The point person should be able to take responsibility for financial arrangements, contracts, physical arrangements such as room temperature, lighting and sound levels at the time of the event, making decision, if needed, at time of event etc.

6 - 8 weeks prior to event

- Provide contract information including time of event and times building is required.
- Provide technical rider or schedule technical meeting
- Supply a completed marketing information sheet
- Provide ticket information (cost, where obtained etc.) or ticketing agreement to go on sale 1 week before desired on sale date

4 weeks prior to event

- Arrange for certificate of insurance to be sent to Civic Center
- Damage deposit sent to Civic Center (earlier if on sale)
- Return signed contract to Civic Center (earlier if on sale)

1 week prior to event

- Pay all event fees to Civic Center as invoiced

2 - 3 days prior to event

- Call with any changes to the room set up or event; ask additional questions

Checklist of items required to set-up/start event

- Signed Contract
- Signed Rules and Regulations
- Damage Deposit
- Marketing Information Sheet
- Payment of any Invoiced Fees
- Certificate of Liability Insurance
- Room Set Up / Ticketing Agreement

Special Events Liability Coverage

MMIA and Independent Insurance Agents of Montana have worked together to provide access to Special Events Liability Coverage for events held on municipal property.

Visit www.mmia.net and click on Liability, then click Special Events for a list of local agents. Complete an application naming City of Helena as a certificate holder, pay the premium and allow 5 days for certificate to be issued.

MMIA: 406-442-9555