

## **Booking Procedures and Guidelines Helena Civic Center**

**Please contact the Civic Center office at 447-8481 for your event needs. This overview of booking information is not a substitute for the actual contract documents or the Rules and Regulations for use of the Civic Center.**

**Building Availability:** You are our valued client and we want to work with you to ensure your event's success. The Civic Center Ballroom is available for rent from 7AM-1AM and the Civic Center Auditorium is available for rental from 6AM-2AM. We will work with you to address your particular needs and provide staff based around the contracted hours arranged. During your rental, a staff person will be on site and available.

**Booking Availability:** Events may be booked up to three years in advance. On the first work day of each January a third year shall be opened – ie, in January of the year 2014, the year 2017 will be opened. Only requests received after January 1<sup>st</sup> each year will be considered for the third year booking. Requests prior to that date will not be considered.

**Firm Bookings:** A single date booked for a single event is considered a firm booking.

**Tentative Bookings:** Up to three dates may be held for a single event. These dates are considered tentative bookings. Tentative bookings may be challenged for a firm booking. Once a date is challenged, the client must release the challenged date or make the challenged date a firm booking. If the client makes the challenged date a firm booking all other tentative dates for the same event will be released. If the client releases the challenged date and has only one date remaining for the event, the other date then becomes a firm booking. If there are still two dates booked for said event, they remain tentative.

**Contracts and other information:** It is our goal to make each event as successful as possible. To that end, we require pertinent information regarding events so that our staff can organize, prepare and staff the event. Most events can be coordinated with a minimum of telephone contact and on-site review. We suggest that as soon as possible after the event is booked a preliminary meeting be scheduled to discuss needs. Civic Center management will be available for follow-up meetings and inquiries.

We strive to issue contracts six weeks to two months prior to the event. However, in cases where information is not available, the contract document may not be prepared until all necessary event information is known and charges are determined. Please note that our fee schedule is reviewed annually, with a new fee schedule implemented in July of each year. Regardless of the date when the event is booked, events occurring within a given year (July 1-June 30) are charged the fees as adopted that July. A current fee schedule and other event use information may be obtained from the Civic Center office or is available on our website at [www.helenaciviccenter.com](http://www.helenaciviccenter.com)

Please note that your invoice may contain some charges that are the actual cost while others may be estimated costs. All actual fees must be paid prior to the event and a damage deposit, signed contract and proof of insurance (if required) must be on file prior to the event date. Any additional charges for estimated costs will be billed following the event.

**Event definition:** An "event" for Auditorium purposes is defined as each time a public performance is given or each day the auditorium is used for a conference. An event fee will be charged for each separate performance given or conference day used. An "event" day for Ballroom purposes is each day the public is admitted to the event.

**Damage Deposit:** A damage deposit will be required for all events. Civic Center management will determine the amount of the damage deposit. The size of the deposit will vary depending on type of activity, with a minimum of \$1,500 and a maximum of \$3,000. Rules and regulations for use of the facility will be furnished to each client prior to their use of the facility. By signing the contract documents, the client agrees to abide by the rules and regulations for use of the facility. Failure to comply with the rules may result in demand for restitution or forfeiture of the entire damage deposit. In addition, the client may be held responsible for additional staff time or overtime costs should such become necessary for the set-up, actual event or event clean up. Please see the rules and regulations prior to your rental. The damage deposit will be returned as soon as possible following your event, but not before Civic Center staff has the opportunity to determine (by means of a thorough cleaning and/or walk-through) if damage has occurred.

**Safety:** As outlined in the rules and regulations, safety of the public is our primary concern at all times. Therefore, if an event promoter shows non-compliance with the rules and regulations or at the request of Civic Center staff to resolve a safety concern, the Civic Center staff may take steps to address the concerns, including, but not limited to, having an event evacuate the facility or refusal to rent the facility to the client for future use. We anticipate a positive working relationship between Civic Center staff personnel and event promoters and want to work with event promoters to ensure the public's safety while at our facility. No refunds will be given to events when the event is closed for safety concerns.

**Insurance:** A certificate of insurance is required for all events. The amount of such insurance shall be no less than \$1,000,000 for injury to one person and \$1,000,000 for damage to property. See Rules and Regulations for specific requirements.

**Security:** We will be happy to discuss your security needs and applicable costs for these services. If Police services are required, Civic Center Management will make arrangements and invoice the promoter for the services. Individual promoters are responsible for making arrangements and paying separately for the services of a private security firm, if desired. Civic Center Management will make suggestions, if requested.

**Equipment rental and promoter-provided items:** A fee schedule is available outlining Civic Center rental costs and fees charged for the rental of all facility provided equipment. The Civic Center website is located at [www.helenaciviccenter.com](http://www.helenaciviccenter.com). Arrangements for early load-in or late load-out of promoter-provided equipment must be pre-approved by Civic Center Management.

**Non-Smoking facility:** The Helena Civic Center is a non-smoking facility. The only exception to this rule is on stage when smoking is required for a specific event being staged, used only during the specific time of the performance and providing the product used is herbal based or non-tobacco.

**Parking Information:** Parking is available in the north Civic Center parking lot, the north lot across Stuart Street at the corner of Benton Avenue and the Great Northern Parking Garage, located at the corner of Stuart and Getchell Streets on the Civic Center's east side. The Civic Center rents both the Ballroom and Auditorium for events and at times both facilities are rented separately on the same day. Both events have equal opportunity to park in the Civic Center parking lot. Parking in the residential area north of the Civic Center is signed as resident parking only and parking on those streets will be ticketed. All usage of the parking lot is subject to approval by Civic Center management. City sign ordinance forbids temporary signs on building, lawn or parking lot. Please check with the booking office in regard to your event requirements.

**Electronic Message Board Information:** We are happy to put your event and image on our electronic message board. Promoters must provide a completed marketing sheet to ensure placement. Civic Center Management retains the authority to edit all text and images for size and appropriate content.

**Website and Social Media:** We will display your event information on the Helena Civic Center website at [www.helenaciviccenter.com](http://www.helenaciviccenter.com). Promoters must provide a completed marketing sheet to ensure placement.