

RESOLUTIONS OF THE CITY OF HELENA, MONTANA

RESOLUTION NO. 20348

A RESOLUTION OF INTENTION TO SET FEES CHARGED FOR USE OF THE HELENA CIVIC CENTER AND REPEAL RESOLUTION NO. 20075

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, Resolution No. 20075 previously established fees for the use of the Civic Center; and

WHEREAS, the Civic Center Board has recommended modifying the fees currently charged for the use of the Helena Civic Center to simplify the fee structure; and

WHEREAS, it appears to be in the best interests of the City of Helena, Montana, and the inhabitants thereof, that the Helena City Commission hold a public hearing on said proposed fees.

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

Section 1. That it is the intention of the Helena City Commission to set fees charged for use of the Civic Center as shown on the attached Exhibit "A."

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Section 2. That it is the intention of the Helena City Commission to repeal Resolution No. 20075.

Section 3. A public hearing on the proposed fees will be held at **6:00 P.M. on the 10th day July, 2017**, in the Commission Chambers at 316 North Park Avenue, in Helena, Montana.

Section 4. Notice of the above-referenced public hearing and passage of this resolution of intention shall be given by publication as required by § 7-1-4127, MCA.

**PASSED AND EFFECTIVE BY THE COMMISSION OF THE CITY OF HELENA,
MONTANA, THIS 26th DAY OF JUNE, 2017.**

 /S/ JAMES E. SMITH
MAYOR

ATTEST:

 /S/ DEBBIE HAVENS
CLERK OF THE COMMISSION

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EXHIBIT "A"

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 \$850 per performance Maximum fee of \$4,000 per performance		
Auditorium rental series rate	\$850 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/load-out rehearsal days (no public)	\$400 per day		
Ballroom Rental - Available for 15 consecutive hours between 7AM-1AM			
Ballroom rental	\$1,000		
Ballroom rental with event held Monday-Thursday	25% discount		
Set-up/load-out days up to 15 consecutive hours (no public)	\$450		
Hourly rate for excess time over 15 hours (2 hour minimum)	\$100.00 / hour		
Auditorium stage and arena* (if required for exhibit space with ballroom rental)	\$350.00		
*Auditorium house seating not available under this rate			
Meeting/Classroom space*; M-Th 8am-8pm	\$150.00 / hour		
*At the discretion of Civic Center management (2hr min / 4hr max)			
Full Facility Rental - Available 6am - 2am			
Full facility rental	\$1,600 per day		
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		

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Other Fees		
Serving of alcohol in ballroom	\$300.00 / day	\$150.00 each additional day
Merchandising in lobby/auditorium	20% of gross sales	
Security/Police	\$1.00/hour each officer over cost	
Catering (through prior arrangement)	Caterer's rate + 10%	
Steinway 9' Grand Piano (tuning separate)	Fee determined by Helena Symphony	
<p><i>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.</i></p>		

Helena Civic Center Ticketing Fee Schedule			
HELENA CIVIC CENTER, 340 NEILL AVENUE, HELENA, MT (406) 447-8481			
<u>CHARGES TO PROMOTER:</u>			
➤ Ticket charge = \$.50/ticket			
➤ Box Office Service Fee = 5% of gross sale; Box Office Service fee + Ticket charge = \$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.			
<u>CHARGES TO PATRON</u>			
➤ Mailing fee \$2.00 per order, charged to patron			
➤ Patrons who choose to purchase by mail, phone or Internet are charged a non-refundable \$3 per ticket convenience fee, 100% of which is retained by the Helena Civic Center			
➤ Exchange fee \$2.00 per ticket, charged to patron. No refunds.			
<u>RETURNS FOR CANCELLED SHOWS:</u> Charged at \$.50/ticket + 5% gross sale amount			

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SUMMARY OF CIVIC CENTER FEE MODIFICATIONS		
BALLROOM:		
Ballroom rental M-Th	from \$650/day to 25% discount	from 6am-2am to 15 consecutive hours between 7am-1am
Ballroom rental F-Sun	from \$750/day to \$1,000/day	
Set-up/load-out days Monday - Thursday	from \$350/day to \$450/day	
Set-up/load-out days Friday - Sunday	from \$400/day to \$450/day	
Hourly Rate for excess time over 15 hours	*NEW FEE* \$100/hour	2 hr minimum
Meeting/Classroom Space Mon-Thu 8am-8pm	*NEW FEE* \$150/hour	2 hr min / 4 hr max
Full Facility Rental - Non performing	\$1,200/day - Removed	
Auditorium Stage & Arena w/ ballroom rental	*NEW FEE* \$350/day	excludes house seating
AUDITORIUM:		
Auditorium Rental Minimum	from \$750/performance to \$850/performance	
Auditorium Rental Maximum	from \$3,000/performance to \$4,000/performance	
Set-up/load-out days Monday - Thursday	from \$350/day to \$400/day	
Auditorium Rental Series Rate	from \$750/performance to \$850/performance	
Summer Rental Rate	\$7,500/month July through August - Removed	
Ballroom Mezzanine Rental (if required)	from \$225/day to \$500/day	
Full Facility Rental - Non performing	\$1,200/day - Removed	
Additional Microphone/Monitor	\$10 each/performance - Removed	
Light Fee	from \$300-60 lights, \$450-61-90 lights to \$400/performance	
Additional Lighting Instruments	\$10 each instrument - Removed	
FULL FACILITY:		
Full Facility Rental	*NEW FEE* \$1,600/day	
EQUIPMENT:		
Tables	from \$5/day or \$18/wk to \$5/day or \$15/wk	
Pipe and Drape	from \$2/ft to \$1/ft/day or \$3/ft/wk	
Roscoe Dance Floor	from \$100 to \$200/event	
Gaffers Tape	from \$25.00/roll to NO FEE; (included with dance floor)	
Ficus Trees	from \$4.00 to NO FEE; Complimentary	
Coat Racks	from \$5.00 to NO FEE; Complimentary	
Music Stands	from \$2.00 to NO FEE; Complimentary	
Music Stand Lights	from \$2.00 to NO FEE; Complimentary	
Rear Projection Screen (9' x 9')	from \$50.00 to NO FEE; Complimentary	
Front Projection Screen (12' x 12')	from \$100.00 to NO FEE; Complimentary	
Front Projection Screen (6' x 8')	from \$50.00 to NO FEE; Complimentary	
Table Cloths/Skirts	from \$15.00 to NO FEE; Complimentary	
Vose & Son 6' Grand Piano	from \$35.00 to NO FEE; Complimentary	

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LABOR:		
Tech Director	from hourly wage + 35% to \$30/hour	
Technicians (wage varies)	from hourly wage + 35% to \$20/hour	
Stage Hands	*NEW FEE* \$15/hour	
OTHER FEES:		
Serving of Alcohol	from \$225/day; \$100/add. day to \$300/day; \$150/add. day	
Power usage in auditorium	actual use - Removed	
Head Ushers	\$30-\$40/usher/performance - Removed	
TICKETING:		
Convenience Fee	from \$2.00/ticket to \$3.00/ticket	charged to ticket buyer
Exchange Fee (allows for changing seats)	*NEW FEE* \$2.00/ticket	charged to ticket buyer