

HELENA CIVIC CENTER FEE SCHEDULE

HELENA CIVIC CENTER, 340 NEILL AVE, HELENA, MT (406)447-8481

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

AUDITORIUM RENTAL - Available 6am - 2am		
Auditorium Rent = 7% Gross Box Office Revenues	Min \$1000 - Max \$4000	
Non-Profit Performing Arts Series Rate - Flat Rental Minimum 5 Performances	\$	1,000.00
Auditorium Rental No Performance Friday-Sunday	\$	1,000.00
Auditorium Rental No Performance Monday-Thursday	\$	750.00
Auditorium Set-up / Rehearsal Friday - Sunday; No Public	\$	750.00
Auditorium Set-up / Rehearsal Monday - Thursday; No Public	\$	500.00
Ballroom Mezzanine/Restrooms per day for additional backstage space with auditorium rental	\$	250.00
BALLROOM RENTAL - Up to 15 consecutive hours between 7am - 1am		
Ballroom Rental	\$	1,250.00
Ballroom Monday - Thursday	\$	850.00
Ballroom Set-up / Load-out Friday - Sunday	\$	750.00
Ballroom Set-up / Load-out Monday - Thursday	\$	600.00
Hourly Over 15 Hours (2 hour min)	\$	100.00
Auditorium Stage / Arena / Backstage with Ballroom Rental	\$	500.00
FULL FACILITY RENTAL - 15 consecutive hours between 7am-1am / not applicable for ticketed auditorium events		
Full Facility Rental Friday - Sunday	\$	1,750.00
Full Facility Rental Monday - Thursday	\$	1,250.00
Full Facility Set-up / Load-out Friday - Sunday	\$	1,000.00
Full Facility Set-up / Load-out Monday - Thursday	\$	800.00
EQUIPMENT RENTAL	Daily	Weekly (3+ Days)
Tables	\$ 7.50	\$ 15.00
Chairs	\$ 1.00	\$ 3.00
Risers	\$ 30.00	\$ 50.00
Pipe & Drape per linear foot	\$ 2.00	\$ 5.00
Serving of Alcohol in Ballroom	\$ 200.00	\$100 each added day
Screen/Projector Package	\$ 400.00	\$100 each added day
AUDITORIUM SOUND/LIGHT/OTHER		
Light Fee	\$ 600 / \$400 for NPO	
Light Fee 2nd & Subsequent Days	\$ 200.00	
Sound Fee	\$ 400 / \$300 for NPO	
Sound Fee 2nd & Subsequent Days	\$ 150.00	
Spotlight - Operator billed separate	\$ 100.00	
Merchandise Fee - Goods sold in auditorium lobby	20% of Gross Sales	
Marley Dance Floor	\$ 200.00	
LABOR RATES PER HOUR		
Tech Director - <i>Required for Auditorium Events</i>	\$ 40.00	
Technician	\$ 25.00	
Stagehand	\$ 20.00	
TICKETING / BOX OFFICE		
<i>Charges to Promoter:</i>		
Comp and consigned tickets will be charged at \$1 per ticket printed		
\$.50 Facility Fee per ticket - <i>waived for non-profit performing arts organizations</i>		
Returns for cancelled shows: \$.50 per ticket + 5% of gross sale amount		
<i>Charges to Ticket Buyer</i>		
\$2 per order mailing fee		
Ticketing Fees equal to 10% of ticket price round to the nearest 50 cents		
MISCELLANEOUS FEES / SERVICES		
Marketing, outside services, or materials	Cost + 10%	

*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 co-promote with qualified partners*