



CITY OF MOUNTAIN VIEW

PERFORMING ARTS COMMITTEE

## AGENDA

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REGULAR MEETING - WEDNESDAY, SEPTEMBER 21, 2016  
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET  
6:15 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**—Committee members Chan, Donahue, Vice Chair Murray, and Chair Palay.

3. **MINUTES APPROVAL**

Minutes for the August 31, 2016 Special Meeting have been delivered to Committee members and a copy posted on the City Hall bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on nonagenda items.

5. **UNFINISHED BUSINESS**

5.1 **ONE-ACT PLAY FESTIVAL SUBCOMMITTEE REPORT**

**Background:** The One-Act Play Festival was held on October 23, 2015. Performing Arts Committee (PAC) members have said they would like to work with the Foothill College Drama Department on the event for February 2017.

**Recommendation:** Discuss outreach to solicit more applications and discuss broader marketing plan to support ticket sales. Review received applications.

## 5.2 PAC SECONDSTAGE FEE WAIVER PROGRAM

**Background:** At the December 11, 2013 PAC meeting, the PAC approved a SecondStage Fee Waiver Program and created a subcommittee to review any applications. The PAC provided their first fee waiver under this program at the November 10, 2015 meeting.

**Recommendation:** Review all currently received fee waiver applications.

## 5.3 HOME COMPANY SELECTION PROCESS

**Background:** At the May 18, 2016 PAC meeting, the Committee asked staff to schedule a date in September or October for a Study Session with Council for input on a proposal and receive direction on proceeding, given financial implications.

**Recommendation:** Approve the draft proposal for the October 25, 2016 Council Study Session.

## 6. NEW BUSINESS

### 6.1 PENINSULA YOUTH THEATRE ANNUAL REVIEW

**Background:** As part of Peninsula Youth Theatre (PYT) long-term Home Company contract, staff will present a summary of performance use days, sales and expenses, and open up discussion for opportunities to improve service and/or relations. PYT will provide a report on and discuss their outreach activities for the past year.

**Recommendation:** Hear staff and PYT's recap of annual reports.

### 6.2 501(c)(3) FORMATION

**Background:** Over the last few years, PAC planned and initiated activities for the formation of a nonprofit group (as a 501(c)(3) entity) to help fund and present special events at MVCPA. At the August 31, 2016 PAC Special Meeting, Committee member Chan requested to revisit the effort in order to better define the group's goal and how the PAC, MVCPA, and other City resources can assist in its formation.

**Recommendation:** Form a subcommittee to identify initial officers of the group and define a mission statement with proposals for initial event(s).

### 6.3 FILM FESTIVAL

**Background:** At the August 31, 2016 PAC Special Meeting, Committee member Chan stated he has received strong public interest in establishing an annual film festival with events on MainStage, SecondStage, and possibly the Civic Center Plaza.

**Recommendation:** Form a subcommittee to work with MVCPA staff and the Mountain View community to write a proposal.

## 7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

No action will be taken on any questions raised by the Committee at this time.

### 7.1 PAC REVENUE AND EXPENSE SPREADSHEET (INFORMATIONAL ITEM)

## 8. ADJOURNMENT

JP/2/CSD  
210-09-21-16A-E



## MINUTES

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SPECIAL MEETING - WEDNESDAY, AUGUST 31, 2016  
ATRIUM CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET  
6:15 P.M.

1. **CALL TO ORDER**

The meeting was called to order by Chair Palay at 6:15 p.m.

2. **ROLL CALL**

**Present**— Committee members Donahue, Vice Chair Murray, and Chair Palay.

**Absent at Roll Call**— Committee member Chan (arrived at 6:19 p.m.).

**Absent**— None.

**Staff Present**— Performing Arts Manager Scott Whisler, Business Manager Cindy Miksa, and Booking Coordinator Jenn Poret.

3. **MINUTES APPROVAL**

**Motion**— M/S Murray/Donahue— Carried 3-0-1; Chan absent— Minutes for the June 15, 2016 meeting were approved.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**— None.

5. **UNFINISHED BUSINESS**

5.1 **ONE-ACT PLAY FESTIVAL SUBCOMMITTEE REPORT**

NOTE: Item 5.1 was considered out of agenda order

The Committee discussed the 2017 One-Act Play Festival and answered questions.

**Motion**— M/S Donahue/Chan— Carried 4-0— To accept the application from Joy Bhatta to be a participant in the One-Act Play Festival.

**5.2 PAC SECONDSTAGE FEE WAIVER PROGRAM**

NOTE: Item 5.2 was considered out of agenda order

Committee member Chan arrived at 6:19 p.m.

Booking Coordinator Poret reported no applications were submitted for the SecondStage Fee Waiver Program. Upstage Theatre Group gave a presentation on their experience and the Committee answered questions.

**5.3 TWENTY-FIFTH ANNIVERSARY FESTIVAL**

NOTE: Item 5.3 was considered out of agenda order

The Twenty-Fifth Anniversary Celebration Steering Committee gave a recap of the event held on August 6, 2016 and answered questions.

**5.4 HOME COMPANY SELECTION PROCESS**

NOTE: Item 5.4 was considered out of agenda order

Manager Whisler and the Committee reviewed the process, set and ranked criteria, and answered questions.

**Motion** – M/S Chan/Murray – Carried 4-0 – To table Item 5.4 in favor of discussing Item 5.1.

**Motion** – M/S Chan/Murray – Carried 4-0 – To resume discussion of Item 5.4.

The Committee took a recess from 8:02 p.m. to 8:07 p.m.

Committee member Murray left at 9:27 p.m.

**SPEAKING FROM THE FLOOR IN SUPPORT AND/OR WITH RECOMMENDATIONS AND CONCERNS:**

- Alexi Zubiria, Artistic Director, Western Ballet, voiced concerns regarding the Home Company Selection process, timeline, and outcome. Mr. Zubiria also participated in the discussion regarding criteria priority levels.

- Pat Blackie, Venue Coordinator, Nova Vista Symphony, participated in the discussion regarding criteria priority levels.
- Phil Santora, Managing Director, TheatreWorks Silicon Valley, participated in the discussion regarding criteria priority levels.
- Sarah Vardigans, Managing Director, Lamplighters Music Theatre, e-mailed suggested criteria which Booking Coordinator Poret read aloud to the Committee and public.

## **6. NEW BUSINESS**

### **6.1 SEPTEMBER CELEBRATION OF SERVICE**

NOTE: Item 6.1 was considered out of agenda order

The Committee took a recess from 6:23 p.m. to 6:29 p.m. and created a list of accomplishments to be presented at the September Celebration of Service.

### **6.2 THEATREWORKS SILICON VALLEY ANNUAL REVIEW**

NOTE: Item 6.2 was considered out of agenda order

Phil Santora, Managing Director for TheatreWorks Silicon Valley, presented an overview of TheatreWorks Silicon Valley's past year's accomplishments and answered questions.

## **7. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

### **7.1 PAC REVENUE AND EXPENSE SPREADSHEET (INFORMATIONAL ITEM)**

Committee member Chan requested that a revisit of forming a 501(c)(3) be added to the September agenda. Committee member Chan also requested discussion of producing a film festival be added to the September agenda.

Chair Palay thanked the room for the civil discussion of a difficult topic.

8. **ADJOURNMENT**

At 9:51 p.m., the Performing Arts Committee adjourned to the next Regular Meeting to be held on Wednesday, September 21, 2016, at 6:15 p.m. in the Atrium Conference Room, Mountain View City Hall, 500 Castro Street.

Attest by:

A handwritten signature in black ink that reads "Jenn Poret" with a small smiley face drawn below the name.

Jenn Poret  
Booking Coordinator

Approved by:

A stylized handwritten signature in black ink that appears to read "D. Palay".

Daniel Palay  
PAC Chair

JP/2/CSD  
210-08-31-16mn-E

## AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to Jenn Poret at (650) 903-6556.
- Interested persons may review the agenda and staff reports at the Mountain View Center for the Performing Arts beginning the Friday before each regular meeting. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**  
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Mountain View Center for the Performing Arts office at (650) 903-6565 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE –**Any writings or documents provided to a majority of the Performing Arts Committee regarding any item on this agenda will be made available for public inspection in the Center for the Performing Arts office, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

## ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the “Oral Communications” part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.

DATE: September 6, 2016

**ANNUAL REVIEW MEETING WITH PENINSULA YOUTH THEATRE,  
PERFORMING ARTS COMMITTEE AND CITY**

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## Background

Peninsula Youth Theatre (PYT) and City of Mountain View (CITY) signed a new Home Company Agreement for a 5-year term, and are now entering their fourth year of the agreement. A requirement of this agreement is an annual review meeting designed to ensure the terms of the agreement are being met by both PYT and CITY; to discuss sales, fees, rates and use days; to discuss any concerns or issues that might be unresolved; and to discuss new ideas that could benefit both organizations. Performing Arts Center staff will provide an overview of ticket sales, total expenses, usage days and current rates. The meeting is also an opportunity for PYT to highlight the ways in which they bring arts to the schools and the community through various outreach programs, collaboration in PAC-sponsored and celebratory events in return for a reduction in fees and booking priority afforded by their Home Company status. PYT will provide a summary of outreach efforts for the 2015-16 Season.

The Home Company agreement also requires PYT to perform a minimum of six performances, offer at least three different titles, and perform more than 50 percent of their total performances at the Mountain View Center for the Performing Arts (MVCPA). The company must also identify itself as a Mountain View Home Company in appropriate publicity and meet certain outreach requirements. The five-year agreement benefits each organization and meets the MVCPA program functions of providing entertainment, education, and community outreach opportunities. The contract terms also preserve and protect dates historically used by Home Companies as well as by other organizations during the primary booking process.

## Analysis

PYT had a very successful season in 2015-16 with total annual ticket sales of 19,600, an increase over last year by more than 3,900 tickets. That increase was in spite of moving one summer MainStage production to SecondStage - *Sweeney Todd* - and eliminating one Stories on Stage production. They also held a fundraiser on SecondStage in the fall with over 100 attendees. Gross ticket sales also saw a large increase, mainly due to the success of the three season productions on MainStage - *Annie*, *Mary Poppins* and

*Seussical*. Stories on Stage had similar sales to last year. PYT also holds week-long summer camps in SecondStage, each culminating in a free performance on ParkStage for the community to enjoy.

PYT continues to work collaboratively with MVCPA and PAC, offering support and guidance to provide arts and entertainment to a broad community. Outreach is at the core of PYT's mission and with the diversity of offerings they provide - from School Play in a Box to touring performances and classes at PYT, complimentary tickets and much more - it truly shows the level of commitment they have in making arts an affordable and integral part of learning and development.

The Center has been able to achieve its mission to enrich audiences through enjoyment, celebration and interaction with the arts by partnering with Home Companies, such as PYT, and other long-term clients over the years. PYT has been an exemplary Home Company since they were awarded that status in 1997, and their dedication to enriching youth through the arts can be seen throughout their many programs and events.



MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS

FACILITY FEE SCHEDULE \*INTERNAL & HOME CO ONLY\*

	MainStage Weekend (Friday-Sunday)	MainStage Weekday	SecondStage	ParkStage	Lobby Event Only	Reheasal Studio Only	Lobby Event w/ stage <sup>2</sup>	Dressingroom and/or Greenroom	Scene Shop and/or Storage
<b>Nonprofit 501( C ) 3</b>									
Non-Ticketed Event	2175*	1875*	525*	375*	\$60/hr	\$25/hr	NA	\$15/hr	\$45/hr
Ticketed Event	10-20% of gross OR \$1575 minimum*	10-20% of gross OR \$1275 minimum*	10-20% of gross OR \$375 minimum*	10-20% of gross OR \$375 minimum*	\$60/hr	\$25/hr	NA	\$160/day	\$485/day
Add'l Hours	\$155/hr plus staff OT	\$125/hr plus staff OT	\$40/hr plus staff OT	\$40/hr plus staff OT	\$60/hr	\$25/hr	NA	\$1,130/wk (7 days)	\$3,400/wk (7 days)
Non-Event (reh/tech)	\$155/hr plus staff	\$125/hr plus staff	\$40/hr plus staff	\$40/hr plus staff	\$60/hr	\$25/hr	NA		
Meeting <sup>1</sup>	NA	NA	\$40/hr	NA	NA	\$25/hr	NA		
<b>Commercial</b>									
Non-Ticketed Event	\$2,825	\$2,825	\$1,050	\$900	\$165/hr	\$75/hr	\$125/hr	\$35/hr	\$80/hr
Ticketed Event	15%-50% of gross AND \$1825*	15%-50% of gross AND \$1825*	15%-50% of gross AND \$900*	15%-50% of gross AND \$900*	\$165/hr	\$75/hr	\$125/hr	\$375/day (includes overnight)	\$860/day (includes overnight)
Add'l Hours	\$180/hr plus staff OT	\$180/hr plus staff OT	\$90/hr plus staff OT	\$90/hr plus staff OT	\$165/hr	\$75/hr	\$125/hr	\$2,645/wk (7 days)	\$6,045/wk (7 days)
Non-Event (reh/tech)	\$180/hr plus staff	\$180/hr plus staff	\$90/hr plus staff	\$90/hr plus staff	\$165/hr	\$75/hr	\$125/hr		
Meeting <sup>1</sup>	NA	NA	\$90/hr	NA	NA	\$75/hr	NA		
<b>Home Company</b>									
Non-Ticketed Event	\$1525*	\$1200*	\$335*	\$185*	\$60/hr	\$25/hr	NA	\$15/hr	\$45/hr
Ticketed Event	% of gross <sup>3</sup> OR \$925 minimum*	% of gross <sup>3</sup> OR \$600 minimum*	% of gross <sup>3</sup> OR \$185 minimum*	% of gross <sup>3</sup> OR \$185 minimum*	\$60/hr	\$25/hr	NA	\$160/day (includes overnight)	\$485/day (includes overnight)
Add'l Hours	\$75/hr plus staff OT	\$75/hr plus staff OT	\$19/hr plus staff OT	\$19/hr plus staff OT	\$60/hr	\$25/hr	NA	\$1,130/wk (7 days)	\$3,400/wk (7 days)
Non-Event (reh/tech)	\$75/hr plus staff	\$75/hr plus staff	\$19/hr plus staff	\$19/hr plus staff	\$60/hr	\$25/hr	NA		
Meeting <sup>1</sup>	NA	NA	\$19/hr	NA	NA	\$25/hr	NA		
*Included Staff (non-ticketed)	Ushers	Ushers	Ushers	Ushers	None	None	None	None	None
*Included Staff (ticketed)	Tix Event Mgr Tix Rep Ushers	None	None	None	None	None			

Four (4) hour minimum for all bookings with the exception of Meeting and Lobby Event associated with a stage booking, which are booked in one (1) hour increments  
 Facility Supervisors and House Managers are required for all MainStage, SecondStage, and ParkStage events, and will be billed at current rates.

\*GROSS" = Total value of all tickets sold. Consignment tickets are taken out of inventory at the highest price available and returned at the same value. The Center cannot adjust consignment orders to reflect any price discounts the Licensee may have given on consignment tickets.

<sup>1</sup>only available M-F 8-5; no tech or FOH services; booked in one hour increments; no minimum

<sup>2</sup>booked in one hour increments; no minimum

<sup>3</sup>Home Company percentage is calculated by formula at the time of contract.

# MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS

## FACILITY FEE SCHEDULE \*INTERNAL & HOME CO\*

	Fee	Basis
<b>Ticket Services</b>		
Ticket Stock MainStage standard	\$50.00	per performance
SecondStage standard	\$30.00	per performance
Sales report daily	labor	cost + 20% per hour/ per report
Consignment tickets requests	\$1.50	per ticket
Arrangement setup		
Single event single price and seating chart	N/C	includes up to 10% holds
multiple price/seating charts (includes holds > 10% capacity)	labor	cost plus 20%
Series	labor	cost plus 20%
Arrangement Cancellation 50%-100% of Event Fee PLUS (may be partially waived - see Booking Guidelines)	labor & materials	cost + 20%
Credit Card Fees	variable	fees based on average bank rates
Indirect order processing Single Event orders	\$3.00	per patron order
Subscription Ticket orders	\$2.00	per ticket per title
Percentage of Gross on Co Comps >10%	per contract	assessed at highest single ticket value
<b>Patron Service Charges:</b> (Paid by patron at time of sale)		
Phone/Mail/Fax	\$3.00	per ticket
Internet	\$5.00	per order
Internet	variable	per ticket
Group (10 tix or more)	\$20.00	per order
Reprint Fee (non-subscriber)	\$1.00/ \$5.00	per ticket/ per order (either/ or)
Subscription Ticket orders	\$2.00	per ticket per title
<b>Patron Facility Use Fees</b> (Paid by patron at time of sale; or added to Consignment, Indirect Orders, Subscriptions, and Comps >10% at reconciliation)		
2016/2017 Season	\$2.00 - \$3.00	per ticket based on highest ticket value per Arrangement
<b>Audience Services</b>		
Merchandise and on-site payments	20% of gross OR	\$500 per Arrangement
Basic Reception	\$101.50	(Call for estimate on extended services)
<b>Technical Services</b>		
Non-Center Equipment	rental	cost + 20%
Piano Use - first 1-5 uses, includes initial tuning	\$192	per performance-rehearsal/Arrangement
Piano Use - after first 5 uses	\$38	per performance-rehearsal/Arrangement
Piano Tunings	\$192	per tuning
Video Projector - MainStage	\$100	per performance-rehearsal/Arrangement
Video Projector - SecondStage	\$50	per performance-rehearsal/Arrangement
Wireless microphones	\$8.50	per mic per performance-rehearsal
Specialty microphones	\$10.00	per mic per performance-rehearsal
Portable Audio System	\$20.00	per perf-reh; incl in PS rental
Wireless headsets	\$2.50	per headset, incl batteries; per perf-reh
Follow Spot	\$7.00	per follow spot per performance-rehearsal
Dance Floor - MainStage	\$80.00	includes tape; per performance-rehearsal
Dance Floor - SecondStage	\$40.00	includes tape; per performance-rehearsal
Damages/cleaning	variable	cost + 20%
Supplies	variable	cost + 20%
<b>Staffing</b> All staffing and labor rates are cost-based fees. Billed in full-hour increments.		
Facility Supervisor and Stagehand (house)	\$38.32	per hour (four hour minimum)
Facility Supervisor and Stagehand (house) overtime	\$54.48	per hour
Stagehand (union)	cost + 20%	per hour
Stagehand (union) overtime	cost + 20%	per hour
Stagehands (union) doubletime	cost + 20%	per hour
House Manager	\$22.32	per hour (four hour minimum)
House Manager overtime	\$33.48	per hour
Ticket Services Representative	\$34.75	per hour
Ticket Services Representative overtime	\$52.12	per hour
Ticket Services Special Requests	cost + 20%	per hour
Administrative Overhead Fees	cost + 20%	per hour
<b>Administrative Fees</b>		
Secondary Booking Deposit	\$200.00	Due w/Request for Booking form
Late booking - "Rush" fee	cost + 20%	Due w/Request for Booking form & fee; Non-refundable; not applied to deposit

Please use these fees as estimating guidelines only. Charges will be based on labor rates and Adopted Fee Schedule in force on the event date.

MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS

FACILITY FEE SCHEDULE \*INTERNAL & HOME CO ONLY\*

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Add'l Hours	\$155/hr plus staff OT	\$125/hr plus staff OT	\$40/hr plus staff OT	\$40/hr plus staff OT	\$60/hr	\$25/hr	NA	\$1,130/wk (7 days)	\$3,400/wk (7 days)
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Meeting <sup>1</sup>	NA	NA	\$40/hr	NA	NA	\$25/hr	NA		
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Non-Ticketed Event	\$2,825	\$2,825	\$1,050	\$900	\$165/hr	\$75/hr	\$125/hr	\$35/hr	\$80/hr
Ticketed Event	15%-50% of gross AND \$1825*	15%-50% of gross AND \$1825*	15%-50% of gross AND \$900*	15%-50% of gross AND \$900*	\$165/hr	\$75/hr	\$125/hr	\$375/day (includes overnight)	\$860/day (includes overnight)
Add'l Hours	\$180/hr plus staff OT	\$180/hr plus staff OT	\$90/hr plus staff OT	\$90/hr plus staff OT	\$165/hr	\$75/hr	\$125/hr	\$2,645/wk (7 days)	\$6,045/wk (7 days)
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Non-Event (reh/tech)	\$75/hr plus staff	\$75/hr plus staff	\$19/hr plus staff	\$19/hr plus staff	\$60/hr	\$25/hr	NA	\$1,130/wk (7 days)	\$3,400/wk (7 days)
Meeting <sup>1</sup>	NA	NA	\$18/hr	NA	NA	\$25/hr	NA		
*Included Staff (non-ticketed)	Ushers	Ushers	Ushers	Ushers	None	None	None	None	None
*Included Staff (ticketed)	Tix Event Mgr Tix Rep Ushers	None	None	None	None	None			

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"GROSS" = Total value of all tickets sold. Consignment tickets are taken out of inventory at the highest price available and returned at the same value. The Center cannot adjust consignment orders to reflect any price discounts the Licensee may have given on consignment tickets.

<sup>1</sup>only available M-F 8-5; no tech or FOH services; booked in one hour increments; no minimum

<sup>2</sup>booked in one hour increments; no minimum

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multiple price/seating charts (includes holds > 10% capacity)	labor	cost plus 20%
Series	labor	cost plus 20%
Arrangement Cancellation 50%-100% of Event Fee PLUS (may be partially waived - see Booking Guidelines)	labor & materials	cost + 20%
Credit Card Fees	variable	fees based on average bank rates
Indirect order processing Single Event orders	\$3.00	per patron order
Subscription Ticket orders	\$3.00	per subscriber per performance
Percentage of Gross on Co Comps >10%	per contract	assessed at highest single ticket value
<b>Patron Service Charges:</b> (Paid by patron at time of sale)		
Phone/Mail/Fax	\$2.50	per ticket
Internet	\$5.00	per order
Internet	variable	per ticket (fees set by Tickets.com)
Group (10 tix or more)	\$20.00	per order
Reprint Fee (non-subscriber)	\$1.00/ \$5.00	per ticket/ per order (either/ or)
Subscription Ticket orders	\$3.00	per subscriber per performance
<b>Patron Facility Use Fees</b> (Paid by patron at time of sale; or added to Consignment, Indirect Orders, Subscriptions, and Comps >10% at reconciliation)		
2015/2016 Season	\$2.00 - \$3.00	per ticket based on highest ticket value per Arrangement
<b>Audience Services</b>		
Merchandise and on-site payments	20% of gross OR	\$500 per Arrangement
Basic Reception	\$101.50	(Call for estimate on extended services)
<b>Technical Services</b>		
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Portable Audio System	\$20.00	per perf-reh; incl in PS rental
Wireless headsets	\$2.50	per headset, incl batteries; per perf-reh
Follow Spot	\$7.00	per follow spot per performance-rehearsal
Dance Floor - MainStage	\$80.00	includes tape; per performance-rehearsal
Dance Floor - SecondStage	\$40.00	includes tape; per performance-rehearsal
Damages/cleaning	variable	cost + 20%
Supplies	variable	cost + 20%
<b>Staffing</b> All staffing and labor rates are cost-based fees. Billed in full-hour increments.		
Facility Supervisor and Stagehand (house)	\$37.56	per hour (four hour minimum)
Facility Supervisor and Stagehand (house) overtime	\$56.34	per hour
Stagehand (union)	cost + 20%	per hour
Stagehand (union) overtime	cost + 20%	per hour
Stagehands (union) doubletime	cost + 20%	per hour
House Manager	\$21.88	per hour (four hour minimum)
House Manager overtime	\$35.66	per hour
Ticket Services Representative	\$34.09	per hour
Ticket Services Representative overtime	\$51.12	per hour
Ticket Services Special Requests	cost + 20%	per hour
Administrative Overhead Fees	cost + 20%	per hour
<b>Administrative Fees</b>		
Secondary Booking Deposit	\$200.00	Due w/Request for Booking form
Late booking - "Rush" fee	cost + 20%	Due w/Request for Booking form & fee; Non-refundable; not applied to deposit

Please use these fees as estimating guidelines only. Charges will be based on labor rates and Adopted Fee Schedule in force on the event date.

PERFORMING ARTS COMMITTEE  
REVENUE AND EXPENSE

Item 7.1

Date	Revenue	Expense	Net Funds
6/1/2009	\$500.00		\$1,997.91
10/1/2009		\$65.98	\$1,931.93
10/27/2009		\$152.95	\$1,778.98
11/10/2009		\$85.00	\$1,693.98
3/17/2010		\$8.96	\$1,685.02
8/6/2010	\$2,325.00		\$4,010.02
9/1/2010		\$112.48	\$3,897.54
9/22/2010		\$500.00	\$3,397.54
9/23/2010		\$200.00	\$3,197.54
9/23/2010		\$30.00	\$3,167.54
10/11/2010		\$100.00	\$3,067.54
10/11/2010		\$100.00	\$2,967.54
10/11/2010		\$751.25	\$2,216.29
10/15/2010	\$330.42		\$2,546.71
10/22/2010		\$688.17	\$1,858.54
12/10/2010		\$129.00	\$1,729.54
12/10/2010		\$385.00	\$1,344.54
1/12/2011		\$150.00	\$1,194.54
1/25/2011	\$8.48		\$1,203.02
2/10/2011		<b>-\$18.00</b>	\$1,221.02
7/29/2011	\$292.38		\$1,513.40
10/11/2011		\$212.66	\$1,300.74
10/24/2011		\$800.00	\$500.74
2/15/2012		\$22.34	\$478.40
6/6/2012	\$999.09		\$1,477.49
6/26/2012		\$36.00	\$1,441.49
8/30/2012		\$9.00	\$1,432.49
10/15/2013		\$800.00	\$632.49
9/25/2014		\$43.37	\$589.12
11/26/2014	\$352.84		\$941.96
10/22/2014		\$27.00	\$914.96
4/23/2015		\$32.61	\$882.35
4/28/2015		\$86.17	\$796.18
4/28/2015		\$59.92	\$736.26
4/29/2015		\$70.00	\$666.26
7/10/2015	\$1,580.66		\$2,246.92
8/31/2015		\$289.00	\$1,957.92
9/14/2015		\$108.75	\$1,849.17
10/25/2015	584.29		\$2,433.46

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√ End of FY2014-15

8/19/15: PAC authorized up to \$100 for the 2015 MVHS One Act Festival Marketing collateral