



NOTICE OF A PUBLIC MEETING
AN AGENDA OF A REGULAR MEETING OF THE CIVIC EVENTS ADVISORY BOARD
THE CITY OF SAN ANGELO, TEXAS
11:00 a.m. – Thursday, October 30, 2014
McNease Convention Center, South Meeting Room
501 Rio Concho Drive

THE MCNEASE CONVENTION CENTER IS ACCESSIBLE TO PERSONS WITH DISABILITIES. ACCESSIBLE ENTRIES AND SPECIALLY MARKED PARKING SPACES ARE AVAILABLE AT BOTH MAIN ENTRANCES AT SURBER DRIVE AND RIO CONCHO DRIVE. IF ADDITIONAL ASSISTANCE IS NEEDED TO OBSERVE OR COMMENT, PLEASE NOTIFY CIVIC EVENTS MANAGER ANGELICA PEÑA AT THE CONVENTION CENTER OR AT 653-5328 AT LEAST 24 HOURS PRIOR TO THE MEETING.

In an effort to provide our viewing public with information on the various City Boards and Commissions, this meeting will be recorded and broadcasted on Local Government Channel 17 every Wednesday at 3pm, all month long. For a schedule of all broadcasts, contact the Public Information Office at 481-2727 or visit our Web site at www.cosatx.us.

As a courtesy to those in attendance, please place your cell phone on "Silent" or "Vibrate"

I. OPEN SESSION

A. Call to Order

B. Public Comment

The Board takes public comment on all items in the Regular Agenda. Public input on a Regular Agenda item will be taken at its appropriate discussion. Public input on an item not on the Agenda or Consent Agenda may be identified and requested for consideration by the Board at this time. The Board may request an item to be placed on a future agenda, or for a Consent Agenda item, to be moved to the Regular Agenda for public comment.

II. CONSENT AGENDA

1. Consideration of approving October 2, 2014 meeting minutes.
2. Presentation of monthly financial report and event calendar.

III. REGULAR AGENDA: PUBLIC HEARING AND COMMENT

3. Consideration and discussion of a request from Cody Baker of Townsquare Media to obtain a portion of the City of San Angelo's concessions percentage for a country music festival in April at the Bill Aylor Sr. Memorial River stage and any action in connection thereto.
4. Consideration and discussion of amending the Civic Events Facility policies and any action in connection thereto.
5. Consideration of future agenda items.
6. Adjournment.

Given by order of the CIVIC EVENTS ADVISORY BOARD and posted in accordance with Title 5, Texas Government Code, Chapter 551, October 24, 2014 at 5:00 pm



Angelica Peña, Civic Events Manager

A rescheduled monthly meeting of the Civic Events Advisory Board was held at 11:00 a.m. Thursday, October 2, 2014, in the Council Chambers of the McNease Convention Center, 501 Rio Concho Drive.

Civic Events Advisory Board members present: Timothy Condon, Scott Zaruba, Mikala Brownfield, Darlene Jones, Don Barnhart, and Mark Stevenson

Civic Events Advisory Board members absent: None.

Staff members present: Angelica Peña, Civic Events Manager; Carl White, Parks & Recreation Director, Don Maynard, Parks and Recreation Business Analyst, Lori Davila, Business Facilitator

Guests present: Carlo Campinelli, SA Host

I. OPEN SESSION

A. Call to order: Mr. Zaruba called the meeting to order at 11:03 a.m.

B. Public comment: Ms. Peña asked the board to consider postponing item #6, review of Civic Events facility policies, until the next meeting in the interest of saving time as well. Mrs. Jones made a motion to postpone item #6, Mr. Stevenson seconded. Mr. Zaruba called for the vote and the motion passed unanimously.

II. CONSENT AGENDA

1. Consideration of approving July 24, 2014 joint meeting minutes.

2. Presentation of monthly financial report and event calendar. Mrs. Jones made a motion to approve the consent agenda as presented, Mr. Condon seconded. Mr. Zaruba called for the vote, motion passed unanimously.

III. REGULAR AGENDA: PUBLIC HEARING AND COMMENT

3. Update on Foster Communications Coliseum roof project, discussion and consideration of additional roof work on the VIP room of the Coliseum and any action in connection thereto. Ms. Peña gave a brief background on the history of the Coliseum roof and the status of the project. She mentioned that it was a slow starting project, as the removal of the many layers of the existing roof system took longer than anticipated. The Civic Events department did ask the roofer to pull off of the project for a period of twenty-one days to accommodate two large summer camps who were full of small children. The project has gone well so far and communication between the roofer and the City has been clear. Ms. Peña went over the budget and

discussed that the decking cost, which was a large unknown going into the project, came in less than expected. The project contingency, which is 25% of the base bid, will not be fully expended. Since that is the case, we have an opportunity to re-roof several areas that were left out of the initial bid. The first one we received is for the VIP room, which came in at \$32,181.05. Staff is waiting for a bid from Duro-Last on the lobby area as well. Mrs. Jones stated that we have a choice, to pay now or to pay later and she was in favor of paying now since the funds were available. Mr. Zaruba mentioned that he would like to see the roof project completed soon. Mr. Stevenson asked if he needed to make a motion to approve the change order. Mrs. Peña said that he did. Mr. Stevenson made a motion to approve change orders for the VIP room and the lobby as long as the dollar amount did not exceed the amount that is currently in the contingency. Mrs. Jones seconded the motion. Mr. Zaruba called for the vote, the motion carried unanimously.

4. **Update and discussion on Convention Center sewer line project.** Ms. Peña gave a brief history on the convention center sewer line and the problems that the department was faced with in the past. She also discussed the scope of work of the project and mentioned that Civic Events received bids from two companies, Superior Services and 3D's plumbing. Mrs. Jones asked if there were pictures taken of the sewer line and Ms. Peña said yes, they have before and after video on a thumb drive. Ms. Peña also went over two issues the plumbers uncovered while they were working on the line. The first issue was that they encountered an abandoned manhole and secondly they discovered the grease trap was plumbed backwards. These two issues resulted in a change order of \$3,488, bringing the project total to \$13,698 which was still significantly under budget. The project took a total of about two weeks and there was no disruption of events. Mrs. Jones asked if there was a warranty on the work performed and Ms. Peña said there was a ten year warranty on workmanship.
5. **Update and discussion on Stripes River fest 2014.** Ms. Peña provided an update on the recent event and said it was mainly a success. There were a few challenges this year. The weather affected the turnout, much like last year's event. The concert scheduled for Saturday night did not have any tickets sold prior to the event so City staff negotiated with the promoter to purchase the bands at cost and offer a free concert to the public. The Friday night concert, Los Palominos, had approximately 500 people in attendance at the coliseum. The venue was originally the River stage but the chance of rain prompted staff to relocate it to the Coliseum. The promoter in charge of Friday night's concert contacted staff on Wednesday prior to River fest and said that the band cancelled since it was just going to be their band and the lineup did not include Massore. With Carlo's help, City staff was able to negotiate a contract with the band directly to get them to perform. Another challenge was the participant numbers for the Color Up 5K dropped by almost half from the previous year. Limited support staff was also a challenge this year. We will

look to solicit more volunteers, possibly from other City departments. There were competing events, such as the Brownwood Reunion, that took place during the same weekend. Ms. Peña mentioned that the title sponsor, Stripes Convenience Stores, were very happy with the turnout. Mrs. Jones asked how much Stripes provided in sponsorships, and Mrs. Peña replied, \$10,000. Ms. Peña went over lessons learned: Lily Fest went on too long, the teen area needed some revamping, next year's 5K fun run needs a different theme, no Friday night concert, consider adding new activities, and look at rearranging the concession set up since the lines were long and sort of bled together. Mr. Stevenson asked how much staff charged each vendor to set up and Ms. Peña told him non-profit vendors were \$100-\$150, and for profit vendors were \$200-\$250, depending on whether or not the vendor needed electricity. Ms. Peña said that staff discussed adding more vendors and street performers, implementing a volleyball or horseshoe tournament, reduce the number of t-shirts for sale, or consider not selling any at all next year. Ms. Peña reviewed the expenses and revenues for the whole event. Mr. Condon said he likes the idea of renting a large street slide and recommended renting large bubble balls for people to be put in and run. Mrs. Jones said she likes the idea of sand volleyball. Mr. Condon mentioned that we should consider stand up paddle boats next year and just more water activities in general. Ms. Peña mentioned that the Chili cook-off and washer pitching events saw a decline in participation because of inclement weather conditions. The majority of the participants were traveling from out of town and chose not to take a chance that the event would be rained out. Ms. Jones and Mrs. Brownfield mentioned that they felt the event was a great one and should be continued. Mrs. Brownfield recommended more communication with the downtown businesses next year. She mentioned that a store downtown blocked off a portion of their parking lot since they were attending River fest. She also mentioned the petting zoo area was smelly towards the end of the day and said they should be expected to keep their area clean. Mrs. Brownfield said she was a lot of happy citizens and felt that overall the event was a success. Mrs. Jones suggested renting portable misters to try and help with the humidity and heat next year and she mentioned she felt the color run market was saturated and that we should look to doing a Tough Mudder or Zombie Run next year. Mr. Barnhart asked whether or not the games court area would be fully developed in time for next year's River fest. Mr. White responded that it may not be completed by that time but would be a great addition. Mrs. Jones suggested that we do a beer run or a miniature balloon festival. General discussion regarding revisiting trying to get a carnival to come down ensued. Mr. Condon mentioned inviting SAPD and SAFD to play in the volleyball tournament much like the softball tournament they have already. Mrs. Brownfield suggested that we involve high school or college bands and have a battle of the bands. She also suggested that we work with MPO and provide transportation for GAFB volunteers in the future.

6. **Consideration and discussion of amending the Civic Events Facility policies and any action in connection thereto.** This item was tabled until the next meeting.
7. **General discussion on the in-kind support policy.** Ms. Peña provided a quick overview on the in kind support policy that was in place years ago and went over the application process. Ms. Peña mentioned that the Civic Events department had not received a lot of requests for in kind support. Mr. Stevenson asked how much of a discount could applicants receive, Mr. White responded up to 90% off. Mrs. Jones mentioned she did not like the point system that was previously in place to evaluate applications. Mr. Condon and Mr. Zaruba mentioned that in-kind support should only be for new businesses. Mr. Zaruba asked who placed the moratorium; Ms. Peña replied that City Council did. Mrs. Brownfield asked Carl White to weigh in and give his opinion on what works and what doesn't since he had experience with both in the past. Mr. White stated nothing was broken so in his opinion, nothing needed to be fixed. Mr. Zaruba stated that opening up the in kind policy again may bring up more inquiries for discounted rentals. Mrs. Jones mentioned that rather than have an in-kind policy, non-profit, non-ticketed events could be brought to the board for consideration. She also suggested giving the Civic Events manager the ability to negotiate with the event coordinators. Mr. Barnhart asked if the in kind is a common policy. Mr. White stated that it used to span across several different divisions but recommended that each division consider requests that pertained to their areas. He also suggested that the board could come up with a stream-lined process that would not require Council approval, only the board's recommendation.
8. **Consideration of future agenda items.** Mrs. Jones suggested leaving the next meeting fairly open to discuss the changes to the policies and procedures.
9. **Adjournment:** Mr. Stevenson moved to adjourn the meeting, Mr. Zaruba seconded, the motion passed unanimously. Meeting adjourned at 12:22 p.m.

Next regular meeting: 11 a.m. Thursday, October 30, 2014

Scott Zaruba, Board President

October 2, 2014

THE CITY OF SAN ANGELO, TEXAS
Schedule of Revenues and Expenditures
Fiscal Year through September 30, 2014

100% of
Year Lapsed

Civic Events - Fund 410

Dept	Original Budget	Current Budget	Month Actual	YTD Total	YTD W/Enc	Over/(Under) Budget	% Realized
Beginning Fund Balance	2,317,312	2,317,312			2,317,312		
<u>Hotel/Motel</u>							
Revenue:							
Hotel/Motel Tax	1,750,000	1,750,000	302,104	3,206,504	3,206,504	1,456,504	183.2%
EXPENDITURES:							
San Angelo Chamber of Commerce	6604	795,000	825,000	66,250	795,000	795,000	(30,000) 96.4%
San Angelo Cultural Affairs Council	6604	87,500	87,500	16,759	145,220	145,220	57,720 166.0%
Revenue Over/(Under) Expenditures		867,500	837,500	219,095	2,266,284	2,266,284	1,428,784
<u>Coliseum</u>							
Revenues		240,440	240,440	21,542	259,120	259,120	18,680 107.8%
Expenditures	6601	217,625	197,235	21,498	181,331	182,171	(15,064) 92.4%
Revenue Over/(Under) Expenditures		22,815	43,205	44	77,789	76,949	33,744
<u>Civic Events Concessions</u>							
Revenues		32,000	32,000	4,144	43,732	43,732	11,732 136.7%
Expenditures	6607	-	-	-	-	-	- 0.0%
Revenue Over/(Under) Expenditures		32,000	32,000	4,144	43,732	43,732	11,732
<u>Civic Events Riverstage</u>							
Revenues		13,000	13,000	150	7,200	7,200	(5,800) 55.4%
Expenditures	6605	17,580	17,580	3,107	15,144	15,144	(2,436) 86.1%
Revenue Over/(Under) Expenditures		(4,580)	(4,580)	(2,957)	(7,944)	(7,944)	(3,364)
<u>Convention Center</u>							
Revenues		186,180	186,180	30,066	254,472	254,472	68,292 136.7%
Expenditures	6603	151,960	141,640	13,498	129,586	154,195	12,555 108.9%
Revenue Over/(Under) Expenditures		34,220	44,540	16,568	124,886	100,277	55,737
<u>Farmers Market/Pavilion/Paseo Grounds</u>							
Revenues		10,240	10,240	1,743	17,278	17,278	7,038 168.7%
Expenditures	6606	18,750	19,409	4,143	6,670	6,670	(12,739) 34.4%
Revenue Over/(Under) Expenditures		(8,510)	(9,169)	(2,400)	10,608	10,608	19,777
<u>Non-Departmental</u>							
Payroll Expenditures	6604	618,028	640,559	50,432	633,278	633,278	(7,281) 98.9%
Administration	6604	224,660	605,004	17,149	597,298	615,978	10,974 101.8%
Capital & Maintenance	6699	101,760	926,927	16,429	430,104	839,256	(87,671) 90.5%
Contingencies	6699	18,997	4,716	-	-	-	(4,716) 0.0%
Non-Departmental Expenditures		963,445	2,177,206	84,010	1,660,680	2,088,512	(88,694)
<u>Other/Capital/Transfers</u>							
Interest		-	-	3,835	8,518	8,518	
Advertising Revenue	6604	20,000	20,000	16,328	22,890	22,890	
Other Revenues		20,000	20,000	20,163	31,408	31,408	
Revenue Over/(Under) Expenditures		-	(1,213,710)	170,647	886,108	432,827	
Ending Fund Balance		2,317,312	1,103,602			2,750,139	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>November 2014</h1> <p>as of 10-24-14</p> <p>(IA) Indoor Arena - 4602 Cuero St. (PG) Paseo Grounds (CC) Convention Center - 500 Rio Concho (PW) Paseo - 58 E. Ave. D (EM) East Mezz / City Hall - 72 W. College (PE) Paseo - 20 E. Ave. D (COL) Coliseum - 50 E. 43rd (RS) RiverStage - 16 E. Ave. A (PCP) Pecan Creek Pavilion- 8455 Country Club (FM) Farmer's Mkt. 609 S.Oakes</p>						
					Concho Kennel Club (COL)move-in	1 Concho Kennel Club (COL) Guerrero (LMR) SA Rotary Fall Shrimp Fest (PE) Grafton (PCP)
2 Concho Kennel Club (COL)	3 COSA – Zoning (SMR) Sims (IA) COSA-Risk (NMR)	4 City Council (SMR) COSA-Health Evals (EM) COSA-Risk (NMR) COSA-United Way (EM)	5 Victory Outreach (LMR) COSA – Airport (SMR) COSA-Risk (NMR) COSA-Health Evals (UPS)	6 Victory Outreach (LMR) Staff Mtg.(EM) COSA-Constr. Brd. (SMR)	7 Victory Outreach (LMR) United Way of CV (PE)	8 USMC Ball (CC) CV Paws (PW)
9 Annual Feast of Sharing (Well's Fargo Exhibit Bldg) AF Band of the West (RS)	10 Sims (IA)	11 SA Chamber Diversity Luncheon (CC) Veteran's Day 	12 COSA (EM)	13 Craddock (PCP)	14 Annual Ladies Night Out (CC) Craddock (PCP)	15 Garcia (LMR) SA Cowboy Church (IA)
16 Glen Meadows Church (CC)	17 COSA-Planning (SMR) Sims (IA)	18 City Council (SMR) COSA-United Way (EM)	19 COSA-DC (SMR) COSA-Task (EM) COSA – TIRZ (SMR) Stripes (LMR-A) COSA-HR/Risk (UPS-A)	20 DHRC (SMR) Staff Mtg.(EM) COSA-PARD (SMR) ASU-Messiah rehearsal (LMR) COSA "U" (EM) COSA-HR/Risk (UPS-A)	21 ASU Music Messiah (CC) COSA-HR/Risk (UPS-A)	22 Reyes (CC)
23 Paul Ann Baptist Church (COL)	24 Sims (IA)	25 COSA-Dwntwn. Dev (SMR) COSA – United Way (EM)	26	27  Thanksgiving Day	28	29 Arroyo (CC) Wright (PCP)

Memo

To: Civic Events Board members
From: Angelica Peña, Civic Events Manager
Date: October 27, 2014
Re: Request from Cody Baker of Townsquare Media to obtain a portion of the City of San Angelo's concessions percentage for an upcoming music festival

Cody Baker, of Townsquare media, is interested in bringing an all day music festival to the Bill Aylor Sr. Memorial River stage in April of 2015. He is proposing to host an all-day outdoor music festival with a lineup of primarily Texas country artists.

Mr. Baker made a very similar request this time last year. He has worked with the City of San Angelo before and has brought several successful Texas-country music festivals in 2008 and 2009. In order to bring the festival to San Angelo, he is asking that the City of San Angelo to credit his organization a portion of the alcohol beverage sales that we would potentially receive from this festival. The City currently has a contract with San Angelo Host in which the City receives twenty-five percent (25%) of alcoholic beverage sales for all events in which alcohol is sold in a City Civic event venue, including the River Stage.

City staff is in favor of having more events, such as the one Mr. Baker is proposing to bring at the River Stage. These are the type of events that the River Stage was intended for. Aside from several annual events such as the San Angelo Symphony Pops concert, Big Sid's Annual Birthday Bash, and several local high school band concerts, the River Stage does not see a lot of use. On one hand staff is in favor of trying to work with promoters in order to bring more events that the public can enjoy, however from a budgetary standpoint, giving up all of our alcoholic concession sales would not be in our division's best interest. We would not be opposed to allowing Lone Star Productions share in the concession proceeds, however up to a certain point and staff would be in favor of negotiating a tiered concession share.

For example:	1 – 1,000 tickets sold	City credits 5% of alcohol proceeds
	1,001- 2,000 tickets sold	City credits 10% of alcohol proceeds
	2,001 – 3,000 tickets sold	City credits 15% of alcohol proceeds
	3,001 – 4,000 tickets sold	City credits 20% of alcohol proceeds
	4,001 + tickets sold	City credits 25% of alcohol proceeds

At this next meeting, City staff is looking for direction from the board on how to proceed with this request.

Memo

To: Civic Events Advisory Board
From: Angelica Peña, Civic Events Manager
Date: October 27, 2014
Re: Amending Civic Events Facility policies

This item was postponed at the last meeting so we will discuss it at Thursday's meeting. Over the course of the past 6 months, the Civic Events policies and procedures committee has met to go over the Civic Events Policies and procedures and make recommendations to amending them.

Attached is a copy of the policy with the proposed changes. We will go over each change, line by line, at Thursday's meeting, to see if the board would like to adopt the changes and recommend approval to City Council.

CIVIC EVENTS FACILITY POLICIES

(Approved by City Council on Nov. 4, 2008)

ADVERTISING AND NAMING RIGHTS

The City's contracted agent for marketing naming rights sponsorships and advertising on City properties holds the exclusive right to solicit and make such contracts on the City's behalf. All such transactions must be conducted by and through the contracted advertising agent.

The City's contracted advertising agent holds the exclusive right to place City advertising (other than public notices and employment ads) with media outlets

Comment [a1]: This is in keeping with the City's contract with McLaughlin Advertising.

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ALCOHOL

The City's contracted Concessionaire holds exclusive rights to provide alcohol at all Civic Events venues (Coliseum, Convention Center, RiverStage, Paseo, Auditorium, Indoor Arena, Farmers Market). Except for non-ticketed events at the RiverStage the Paseo, and Pecan Creek Pavilion, no alcoholic beverages may be brought on the premises of any Civic Event venue unless purchased by the City's Concessionaire for resale. No glass containers are allowed in Civic Events venues. Per the Concessionaire's contract, the Concessionaire agrees to "provide full and complete alcoholic beverage service, including ice, for each event held on the Premises for which alcoholic beverage service is requested by the client and which service is approved by the Civic Events City Manager or his designee."

Comment [PA2]: Add two other BYOB facilities

Alcoholic beverages may be brought into the RiverStage the Paseo, and Pecan Creek Pavilion during non-ticketed, private events. Lessee must provide liquor liability insurance that names the City of San Angelo as additional insured. Liquor liability insurance may be purchased through the City's Risk Management Department Manager. Lessee must employ at Lessee's sole expense, an off-duty Texas State certified peace officer as security at all functions at which alcohol is present.

All local ordinances and state laws pertaining to alcoholic beverages must be adhered to.

BOOKING

With the exception of annual events, and conventions, and public events attended by at least 1,000 people, the use of facilities may be booked and guaranteed with a deposit up to one (1) year in advance unless otherwise approved by the Civic Events Manager and documented for the Civic Events Advisory Board. Dates for conventions may be booked and guaranteed with a deposit up to five (5) years in advance. Conventions are defined as formal assemblies of people — generally,

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Comment [a3]: This is more of an administrative function.

members, representatives or delegates, as of a profession, industry, trade group, interest group, political party or fraternal society — who are meeting for a common purpose and utilize local hotel rooms.

Any Lessee requesting to book a facility for an annual event may book the respective facility the equivalent calendar day of the next year by forwarding the ~~deposit~~ required ~~fee and by~~ the Short-Term Public Facilities Facility Agreement following the present year's event, provided no outstanding balance is due and no damages to the facility are incurred. The Lessee may not assign this agreement or sublet the premises without approval of the Civic Events Manager.

Facilities and dates are considered a contractual, or confirmed, commitment only upon the execution of the Short-Term Public Facilities Facility Agreement by the event sponsor and the Civic Events Manager specifying all details of the commitment and the receipt of the required ~~deposit fee~~.

If a prospective Lessee fails to sign the Short-Term Public Facilities Facility Agreement and pay the required ~~deposit fee~~ upon request of Lessor, Lessor may book other events.

Staff will inform promoters of any like events that are scheduled to occur one month prior to or after their planned event.

CAMPER HOOKUPS

INDOOR ARENA – Sixteen (16) electrical hookups with 20-amp breakers are available at a rate of \$~~250~~ per day for campers and RVs. There are no water or sewer connections. The charge for camper hookups will be included in the event's settlement agreement. Prices will be adjusted to match those charged at the San Angelo Fairgrounds by the San Angelo Stock Show & Rodeo Association anytime the SASSRA changes rates.

Comment [a4]: This is an increase from \$20 to match what the SASSRA charges.

PASEO GROUNDS – Forty-six (46) camper hookups with 30-amp breakers are available at a rate of \$~~250~~ per day. There are no water or sewer connections. The charge for camper hookups will be included in the event's settlement agreement. Prices will be adjusted to match those charged at the Indoor Arena anytime rates change there.

~~Special events-~~ on a case by case basis, Civic Events manager has the authority to negotiate a weekend rate for use of the camper hookups with the lessee.

Comment [PA5]: Add language regarding special events and setting a weekend rate.

CANCELLATIONS/REFUNDS

If the Civic Events Manager cancels a Short-Term Public Facilities Facility Agreement at any time, Lessee will receive a full refund of the deposit. If Lessee cancels the Public Facilities Agreement prior to ninety (90) days before the event, Lessee will receive a refund equal to one-half of the deposit. If the Lessee cancels

the Public Facilities Agreement within ninety (90) days of the event, Lessee will forfeit the entire deposit.

CAR SHOWS

Shows involving the display of cars, motorcycles and/or other motorized vehicles must place drip pans under all vehicles.

CATERER REQUIREMENT AND PAYMENTS

All caterers must sign and adhere to a Catering Agreement with the City of San Angelo. Lessees can use only those caterers that are on the City's Approved Caterers List.

Reinstatement of catering privileges lost because of non-payment requires full payment of outstanding balances and late fees, and approval by the Civic Events Manager. The Civic Events Manager reserves the right to require a deposit on future bookings from caterers who have been delinquent in payment.

Lessees may provide their own food at events if neither the preparer of the food is paid any fee nor anyone attending the event is charged for eating the food.

CONCESSIONS

The City's contracted concessionaire holds the exclusive rights to provide food and non-alcoholic beverages at the Coliseum, Convention Center, River Stage, El Paseo, and the Indoor Arena if the arena is used for a ticketed event. The contracted concessionaire holds non-exclusive rights to provide food and non-alcoholic beverages at El Paseo's pavilions, grounds and courtyard, the Farmers Market pavilions, and the Indoor Arena if the arena is used for a non-ticketed event.

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Comment [PA6]: Addition

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CONTRACT FOR USE OF PUBLIC FACILITIES

Organizations or individuals wishing to use the Convention Center, Coliseum, RiverStage, Auditorium, Paseo, Farmer's Market, Pecan Creek Pavilion, or Indoor Arena must execute a Short-Term Public Facilities Facility Agreement within one month of the booking inquiry to maintain a hold on a venue. Such contracts shall be issued and signed in a printed form that has been approved by the City Attorney. No verbal agreement for the use of Civic Events venues shall be binding upon either party. Lessee must provide adequate information so the Civic Events Division can determine proper staffing and management of the event. Unless otherwise approved by the Civic Events Manager, such information must be provided no later than ten (10) working days prior to the event.

CONVENTION CENTER KITCHEN

The Convention Center's kitchen is a "catering kitchen" that may be used by caterers only if they have signed a Catering Agreement with the City of San

Angelo and are on the City's Approved Caterers List. ~~The kitchen is meant primarily for warming and other final preparations before the serving of food.~~

~~Any lessee who rents the Convention Center is allowed access to the Convention Center's ice machine and reverse osmosis water system. Any Lessee who is not a City approved caterer wishing to bring food into the Convention Center for their function may use the kitchen after paying a \$100/day deposit fee in advance. The fee includes use of the Convention Center's ice machine, reverse osmosis water, refrigerators, freezer, tea and coffee makers, warmers and food preparation areas. Cooking by anyone other than a City-approved caterer is NOT allowed. The deposit will be refunded if the kitchen is returned to its prior state.~~

Comment [PA7]: Addition so that everyone who pays the rental fee has access to ice/water

If Lessees fail to clean the kitchen to the satisfaction of the Civic Events Manager or the Manager's designee, the cost of staff time and cleaning materials associated with the cleanup will be ~~deducted from the deposit billed to the lessee.~~

COOLER PASSES

~~Promoters of ticketed events at the RiverStage that are at least eight (8) hours in duration may submit a written request to the Civic Events Manager that cooler passes be sold during their event. All coolers will be searched for alcoholic beverages, which may not be brought into the RiverStage during ticketed events. Containers that are open or that have had the factory seal broken will not be allowed into the venue. Patrons will be allowed to return any such containers or found alcohol to their vehicles, or Civic Events staff will pour out the contents and dispose of the containers. The promoter will bear the entire cost of the staffing necessary to conduct the searches.~~

~~Attendees will be charged \$15 per cooler, which shall be no larger than 50 quarts. The City's contracted concessionaire will collect, receipt and receive all cooler~~

Approved by City Council on Nov. 4, 2008

~~pass proceeds, from which the City will receive its contracted percentage for concession items. A cooler pass will be charged each time a cooler re-enters the venue.~~

~~The Civic Events Manager reserves the right to suspend the selling of cooler passes at any time during an event.~~

Comment [PA8]: CEB Policy & Procedure committee opted to take this section out.

DAMAGE/CLEANING COSTS DEPOSIT

Lessees ~~are may be~~ responsible for returning Civic Events property to pre-event condition and agree to compensate Civic Events for damages or clean-up costs. Civic Events employees ~~may will~~ conduct a pre- and post-event survey of City property with the applicant to verify condition of City property. Costs for clean-up will be charged at hourly staff rates plus the direct cost of any repairs. All damages will be

Comment [PA9]: Change "may" to "will"

assessed by the Risk ~~Management Office Manager~~ and the cost will be billed to the Event applicant, ~~deducting from the deposit as needed.~~

~~There are three tiers for clean up and damage deposits, based on the size and nature of the event: Level I (\$100)—events with up to 150 anticipated attendees where little activity is anticipated and minimal set up is required; Level II (\$250)—events with up to 499 anticipated attendees where moderate activity is anticipated and some set up is required; and Level III (\$500)—events with 500 or more anticipated attendees where lots of activity is anticipated and lots of set up is required.~~

Comment [a10]: This has proven unnecessary and would be burdensome to administer.

DEPOSIT SCHEDULE

A fully executed Public Facilities Agreement and deposit in the amount of the building rent must be received within 30 days of the Lessor's request. If the full deposit and executed contract is not received by such date, the booked date will may be released.

Lessees with a history of delinquent payment must pay all anticipated charges within 10 business days prior to the event. Failure to do so will result in cancellation of the event and forfeiture of the total deposit. The Civic Events Manager or the Manager's designee may deviate from this policy in the case of an emergency. Facilities will not be leased to lessees who have not paid in full all amounts owed to the City for past rentals.

DONATION vs. TICKETED EVENT

Any monetary amount suggested or required for entrance or admission into an event shall be considered a ticketed event, which is subject to a rental rate of 10 percent of gross ticket sales. If admission to an event consists of "Donations Only," the base rental for the facility will apply or, in the case of the Coliseum, the base rental plus utilities.

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EMERGENCIES

Civic Events staff will be available or on call at all times during an event. Certified peace officers will be on the premises if required. (See "Security.")

EQUIPMENT

~~Equipment and/or furniture may be leased at the normal rates for events that occur at places other than Civic Events venues, if the requested items are available. Rental charges may be waived only if the Lessee seeks and receives City sponsorship through the Special Events Policy application process. Whoever leases the loaned items must agree to pick up and return the items at the Civic Events Division's convenience, unless otherwise approved by the Civic Events Manager. Those receiving the loaned items must sign a receipt detailing the~~

Comment [PA11]: Take out this section entirely. We do not want to loan out any items.

~~inventory to ensure all items are returned and agreeing to replace at cost any items that are damaged or lost.~~

FACILITY DISCOUNTS

Organizers/promoters of existing, established events will be offered a 50-percent discount from the daily rental rates of Civic Events facilities if:

- They show a history of using an average of at least 200 hotel rooms per night during their event. “Existing, established events” are defined as events that have met at least annually for a minimum of the past three years.
- They work through the San Angelo Chamber of Commerce’s Convention and Visitors Bureau to book and plan their event.
- They offer documented proof within 10 working days of the end of their event, either through themselves or the Convention and Visitors Bureau, that an average of 200 San Angelo hotel rooms per night were booked and used during the course of the event. We can utilize a hotel industry standard, such as a hotel sign in sheet, to occasionally spot check the final hotel numbers submitted to our department.

Comment [PA12]: Addition

Organizers/promoters of existing, established events can earn larger facility rental discounts at the rate of 1 percentage point for every 15 rooms above the average of 200 San Angelo hotel rooms per night.

Organizers/promoters of existing, established events must pay a security deposit equal to the contracted discount of the facility’s rental fee. Failure to provide documented proof within 10 working days from the end of their event of the average number of San Angelo hotel rooms booked and used per night during the course of the event will result in the loss of the deposit.

Booking and using more San Angelo hotel rooms than the number agreed upon in the facility use contract will not result in a discount greater than that stated in the signed contract.

Comment [a13]: In retrospect, I think we want to encourage and reward as much local hotel usage as possible.

Organizers/promoters of new events can earn a 50-percent discount off the daily rental rates of Civic Events facilities by following the same procedure as existing

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events. New events must pay a security deposit equivalent to the full rental fee. If they provide documented proof within 10 working days from the end of their event, either through themselves or the Convention and Visitors Bureau, that an average of 200 San Angelo hotel rooms were booked and used during the course of the event, 50 percent of the security deposit will be refunded to the organizer/promoter as part of the event’s settlement agreement. Greater discounts can be earned at the above stated levels. The number of hotel rooms and the percentage of the discount must be stated in the signed facility use agreement.

Deviations from this policy must be reviewed and approved by the City’s Civic Events Advisory Board.

FACILITY USE FEE

A facility use fee of \$1.50 per ticket is charged on all tickets with a face value of more than \$5.00 sold through the City's electronic ticketing system for all ticketed events at the Coliseum, the Convention Center, the RiverStage, and the Auditorium Paseo. Tickets with a face value of \$5.00 or less are not subject to a facility use fee. The fee is 75 cents per ticket for "multiple-date users" – events that stage at least six performances in the venues during any 12-month period.

Comment [PA14]: Consistent with current division practices.

Comment [PA15]: Consistent with current division practices.

The facility use fee is also charged in conjunction with events for which Civic Events does not sell tickets. The amount of the fee paid by the Lessee to Civic Events will be based on ticket collections; Civic Events will provide ticket takers at no additional charge for events at for which the Department Division does not sell tickets.

Non-profit organizations will pay a facility use fee of 50 cents/ticket, or 25 cents if they qualify as multiple-date users.

The Civic Events Department-Division will keep the entirety of the facility use fee for tickets it sells. Ticket outlets will receive 25 cents for each ticket they sell.

GLASS CONTAINERS

Glass containers are prohibited in Civic Events facilities, including Pecan Creek Pavilion, with the exception of wine glasses, wine bottles and punch bowls in the Convention Center.

Comment [PA16]: Addition

INDOOR ARENA

Prior to an event, Civic Events employees will groom the Indoor Arena's dirt floor. Unless otherwise approved by the Civic Events Manager, Lessees must provide their own equipment and operator if they want the arena groomed during an event. All bookings for the arena require at least 48 hours notice to allow adequate time to groom the arena.

INSURANCE

The sponsor of an event is required to have commercial general liability insurance for bodily injury or death in the minimum amount of \$1,000,000 and property damage to rented premises in the minimum amount of \$100,000. Such coverage shall name the City of San Angelo as additional insured and provide for a waiver of subrogation of all claims in favor of the City. The insurance must be issued by a company licensed to do business in the State of Texas. Lessee must furnish

Comment [a17]: Risk Manager John Seaton reviewed and approved this language.

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proof of coverage to the Civic Events Manager or his designee at least ten (10) business days prior to the event. In the event Lessee wishes to purchase insurance through the City's Risk Manager, estimated payment of insurance is due/payable at the time the Public Facilities Agreement is signed.

INTERNAL USE POLICY

The use of Civic Events facilities by City departments and divisions is governed by the City's internal use policy, approved by the City manager on Sept. 4, 2009.

Comment [PA18]: Addition

MAN LIFT

The charge for the man lift is \$400 per day plus \$15 per hour for a City employee certified in use of the lift to supervise usage. The City employee will be stationed on the ground supervising the use of the man lift. A client contracting for a minimum of four (4) events at one time within a calendar year (January-December) will be deemed a multiple user. The charge for multiple users is \$200 per day plus \$15 per hour for a City employee certified in the use of the man lift.

Comment [PA19]: Take out entirely, we no longer have a manlift.

MULTIPLE USE

A client contracting for a minimum of ten (10) events in a calendar year (January-December) for use of the small meeting rooms (those other than the 12,000-square-foot large meeting room in the center of the facility) at the Convention Center will be granted a twenty-five percent (25%) discount per room, during weekday business hours, provided additional labor is not required or other costs are not imposed on the City. In the event additional labor is required or other costs are imposed, Lessee will pay such costs at the regular rates.

A client contracting for a minimum of four (4) concerts at one time at the RiverStage, Coliseum or Auditorium within a calendar year (January-December) will be deemed a multiple user. A rental rate versus seven percent (7%) of tickets sold will be applied on the fourth event, factoring in what the discount would have been in the three prior concerts. The discount will apply if one of the concerts is cancelled by circumstances beyond the promoter's control, including weather, an act of God, the unavailability of the venue because of a natural disaster or other emergency operation, or the health of the performer.

Multiple use for all other events is defined in the "facility use fee" policy.

NOVELTIES

Twenty percent (20%) of all after-tax revenue from sale of novelties, or a flat fee for novelty sales negotiated prior to the event by the Civic Events Manager, is due and payable by Lessee to Lessor ~~when the event settlement occurs, immediately following the completion of sales if the Public Facilities Agreement calls for twenty percent (20%) or no later than the day of the event if a flat fee is negotiated.~~ These novelty items include printed programs, souvenirs, ~~tapes, CDs,~~ books, T-shirts and other items identified as a novelty by the Civic Events Manager. ~~The percentage due to the City shall be ten percent (10%) for sales of any CDs, DVDs and tapes.~~ Exhibitors and vendors directly related to a convention or trade show are exempt from this policy.

Comment [a20]: This is common industry practice.

The flat fee structure for novelty sales for all RiverStage events is: 1-250 people, \$100; 251-500 people, \$200; 501-1,000 people, \$300; 1,001-2,000 people, \$400; 2,001-3,000 people, \$500; 3,000-plus people, 20 percent of gross sales.

OUTSIDE FOOD AND BEVERAGE

The public is prohibited from bringing food and beverages that are not purchased on site into the Coliseum, Convention Center, and River Stage during events at which concessions are offered for sale, excluding the San Angelo Symphony's July 3 Pops Concert at the River Stage.

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POST-EVENT BREAKDOWN - (OUTSIDE VENUES)

If Lessee chooses to pay for pickup of litter and/or removal of decorations at any outside venue, Lessee will pay the hourly staff rate. Should the breakdown require staff overtime, Lessee will be charged the resulting overtime rate. The breakdown and cleanup of events at outside venues must occur within 24 hours of the end of the event.

RESTRICTIONS – (OUTSIDE VENUES)

FARMER'S MARKET – No painting will be done in or around the Farmer's Market. Any violations of this policy will result in the loss of the Lessee's being billed at cost to return the venue to its prior condition deposit. No glass allowed.

PASEO GROUNDS – No painting will be done in or around the Paseo Grounds. No motor vehicles, with the exception of RV's, are allowed on the Paseo Grounds. Only golf cart-type vehicles and power-operated vehicles for handicapped individuals are allowed on the Grounds. Any exceptions require prior approval by the Civic Events Manager or the Manager's designee. Care must be taken with those exceptions to prevent damage to park infrastructure (i.e. irrigation systems and sprinkler heads). Tents may be staked on the Paseo grounds only at designated or approved locations.

Neither coals, grease, briquettes, charcoal nor any other remnant from a grill, fryer or other cooking appliance may be dumped on the Paseo grounds.

No glass allowed.

Any violations of this policy will result in the loss of the Lessee being billed at cost to return the venue to its prior condition. Lessee's deposit.

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PASEO PAVILIONS – No nails, tacks, pins or tape will be put in or on any structure. Decorations may be attached with strings or zip ties, provided they are not attached to fans and all strings and zip ties are removed after the event. No painting will be done in or around the Pavilions. No motor vehicles are allowed in the Pavilions. Only golf cart-type vehicles and power-operated vehicles for

handicapped individuals are allowed in the Pavilions. Any exceptions require prior approval by the Civic Events Manager or the Manager's designee. Tents may not be staked in the pavers between the pavilions. Tents may not be anchored by tying to any fixture, including light poles, flagpoles, monuments or the pavilions. Tents may be anchored with water barrels.

Neither coals, grease, briquettes, charcoal nor any other remnant from a grill, fryer or other cooking appliance may be dumped in the Paseo pavilions.

Approved by City Council on Nov. 4, 2008

No glass allowed.

Any violations of this policy will result in the ~~loss of the Lessee's deposit.~~ [Lessee being billed at cost to return the venue to its prior condition.](#)

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RIVERSTAGE – No nails, tacks, pins or tape will be put in any wall. Decorations may be attached with strings or zip ties, provided all strings and zip ties are removed after the event. No painting will be done in or around the RiverStage. Tents may be staked on the RiverStage grounds only at designated or approved locations.

No glass allowed.

Any violations of this policy will result in the ~~loss of the Lessee's deposit.~~ [Lessee being billed at cost to return the venue to its prior condition.](#)

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SECURITY

~~Lessee's and/or S~~sponsors of an event must have [Texas state](#) certified police officers present, if required by the Civic Events Manager. This requirement, as well as the number of officers needed, will depend on the type of event (including activities), number of anticipated attendees at the event, whether or not alcohol will be consumed at the event, as well ~~as other factors.~~

-If certified police officers are required for [an](#) event, at least one of the officers must be a [City of San Angelo Police](#) officer. If certified police officers other than City of San Angelo officers ~~provide security at the~~ [an](#) event, the event sponsor must coordinate those officers and inform the [Civic Events division](#) that the officers have been secured for the event.

The San Angelo Police Department will [work with the Civic Events Division](#) ~~contact the event sponsor~~ to coordinate SAPD security officers [for the event, at the](#) SAPD's [is responsible for collecting payment from the lessee at the conclusion of the event, current rate, including payment.](#)

SMOKING

City ordinance prohibits smoking in all indoor venues and at the Riverstage.
Smoking at outdoor venues will be restricted to designated areas is prohibited underneath the Paseo, Farmers Market, Indoor Arena and Pecan Creek pavilions.

Comment [a21]: Per the smoking ordinance adopted 1/11/11

Comment [a22]: I would suggest this, in keeping with the spirit of the City's smoking ordinance. Smoking would still be allowed outside the eaves of the pavilions.

SPECIAL EVENTS

If an event that utilizes a Civic Events venue also makes use of other public properties, the organizers of that event must seek a Special Events permit and comply with the City's Special Events policy.

SPECIAL PERMIT

~~The small meeting rooms (those other than the 12,000 square foot large meeting room in the center of the facility at the Convention Center) shall be available during business hours to the City of San Angelo at a discount rate of \$25, provided additional labor or other costs are not imposed on the City. If additional labor is required or other costs to the Civic Events Division are imposed, the leasing City department will pay such costs at the regular rates.~~

Approved by City Council on Nov. 4, 2008

It is the sole responsibility of clients leasing El Paseo de Santa Angela, the Farmer's Market or the RiverStage all facilities to obtain and pay for all necessary permits to meet the City of San Angelo's requirements. These include but are not limited to street closure, health and sign permits.

Comment [a23]: A City Manager-approved internal use policy addresses internal usage of our spaces.

STALLS – INDOOR ARENA

There are seventy-eight (78) stalls at the Indoor Arena. They are available for rent for \$10 per stall per night, the cost of which will be included in a Lessee's final settlement. Temporary stalls in the arena are prohibited until all permanent stalls are rented and only if approved by the Civic Events Manager.

TENTS

Tents may be utilized at the Coliseum and Convention Center parking lots as long as the stake holes are filled and the lot is returned to the pre-tent condition at the conclusion of the event ~~are prohibited when affixed using tent stakes in the Convention Center or Coliseum parking lots.~~ Tents may be staked on the Paseo and RiverStage grounds only at designated or approved locations. Stake holes must be filled with dirt and the grounds returned to the pre-tent condition at the conclusion of the event.

TICKET ACCOUNTING

Ticket sellers/takers, hired by the Civic Events Manager or the Manager's designee, shall be provided at the Lessee's expense for events for which the Civic Events Division sells tickets through its ticketing system and its outlets. Payment will be made to the Civic Events Division as part of the event's final settlement.

For events for which the Lessee sells its own tickets, ticket takers will be provided at no expense.

TICKETED EVENTS

Any event that requires a fee for admission is a ticketed event, including trade shows, tool sales, boat shows, etc.

TICKET OUTLET GUIDELINES

Outlets will be selected through a Request for Proposals (RFP) process, must sign a Merchant Ticket Network Agreement and be approved by the City Council. The Civic Events Manager must approve of all ticket outlets. The City Manager may approve of, including those locations serving as an outlet on a limited basis. Such decisions will be based upon a potential outlet's proximity to existing outlets, its foot traffic, its hours of operation, the type of business and its ability to serve ticket buyers in addition to carrying out its primary business function.

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The City will provide the hardware, software, ticket stock, training and, if need be, the Internet connection to ticket outlets for the purpose of selling tickets through its electronic ticketing system.

All ticket outlets are responsible for the accounting/balancing of the tickets and money. Any shortages will be the responsibility of the ticket outlets.

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Each ticket outlet is given a \$100 working fund consisting of City funds for the purpose of making change for ticket purchases. Outlets are responsible for the maintenance of their working fund, which will be reconciled by Civic Events staff members whenever ticket receipts are collected, and the return of that fund should the location cease to be a ticket outlet for the Civic Events Division.

Ticket outlets will receive 25 cents of the facility use fee for each ticket they sell.

TICKET SALES

If an event moves to a Civic Events venue from another location after tickets are already on sale, the promoter must give the City a certified check or cash in the amount of the projected gross ticket sales prior to any advertising announcing the move to a Civic Events venue.