

**REQUIREMENTS FOR NON-ARENA DANCES/CONCERTS/COMEDY SHOWS
TALLAHASSEE-LEON COUNTY CIVIC CENTER**

*ALL TICKETS MUST BE PRINTED AND SOLD THROUGH TICKETMASTER. AMOUNT OF CONVENIENCE CHARGE PAID BY PURCHASER WILL BE DETERMINED BY BASE COST OF TICKET PLUS \$2 FACILITY FEE.

*MAXIMUM NUMBER OF TICKETS THAT CAN BE SOLD FOR EXHIBIT HALL IS 2,000. MAXIMUM NUMBER OF TICKETS THAT CAN BE SOLD FOR MEETING ROOM EVENTS WILL BE DETERMINED BY THE SIZE OF MEETING ROOM RENTED.

*ALL ATTENDEES INCLUDING, BUT NOT LIMITED TO, EVENT COORDINATORS, OTHER GUESTS, ETC., WILL BE REQUIRED TO PRODUCE A TICKET FOR ADMITTANCE.

*CERTIFICATE OF INSURANCE MUST BE DELIVERED TO CIVIC CENTER PRIOR TO TICKETS GOING ON SALE.

*IF ALL TICKETS HAVE NOT BEEN SOLD PRIOR TO THE NIGHT OF THE EVENT, ANY REMAINING TICKETS WILL BE AVAILABLE FOR SALE AT THE CIVIC CENTER BOX OFFICE THAT NIGHT. A BOX OFFICE FEE OF \$125.00 PLUS \$18.40 PER HOUR (FOUR HOUR MINIMUM) PER CASHIER (MINIMUM OF TWO CASHIERS) TO BE PAID BY CLIENT.

*ENTRY FOR THE EVENT WILL BE THROUGH THE BOX OFFICE LOBBY. PERSONS WITHOUT VALID TICKETS WILL NOT BE ALLOWED PAST THIS POINT.

*STAFFING TO INCLUDE UP TO ONE UNIFORMED OFFICER PER 100 PEOPLE EXPECTED TO ATTEND AT A COST OF \$34.50 PER HOUR (4 HOUR MINIMUM) PER OFFICER.

*BAR SALES GUARANTEE OF \$400 PER BAR REQUIRED. CLIENT AGREES TO PAY THE DIFFERENCE. BARTENDER FEE OF \$85 EACH FOR FOUR HOURS. ID CHECKERS FURNISHED BY THE CIVIC CENTER AT A COST OF \$19.00 PER HOUR (4 HOUR MINIMUM) PER CHECKER. ID BRACELETS ARE CHARGED AT .30 PER BRACELET.

*FOR EXHIBIT HALL EVENTS, A CONCESSIONS STAND GUARANTEE OF \$500 FOR FOUR HOURS AND \$100 PER HOUR FOR ADDITIONAL HOURS APPLIES. CLIENT AGREES TO PAY THE DIFFERENCE.

*CIVIC CENTER POLICY PROHIBITS RE-ENTRY TO THE EVENT ON A TICKET STUB.

*3% CREDIT CARD FEE ON TICKETS PURCHASED BY CREDIT CARD CHARGED TO PROMOTER.

*ENERGY USAGE FEE OF \$450.

*FIRST AID COVERAGE CHARGE OF \$375.

*ALL CHARGES DUE NO LATER THAN THREE WORKING DAYS PRIOR TO EVENT.

(RATES AND POLICIES SUBJECT TO CHANGE)

REVISED 3/21/11