



Belle Mehus Auditorium

Building policies and procedures

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When a request for use of the Belle Mehus Auditorium is made by any organization, the responsible person who signed the Lease Agreement will be required to see to it that the Policies & Procedures of the Civic Center management and other applicable laws are adhered to. In the event of failure of the LESSEE to adhere to these Policies & procedures, future requests for use of facilities may be denied.

SECTION 1 | TICKETS AND ACCESS

A. **USE OF TICKETMASTER COMPUTERIZED TICKETING SYSTEM:** Unless other arrangements are made, all tickets sold or distributed for events at the Belle Mehus Auditorium shall be through the Ticketmaster computerized ticketing system established to service Belle Mehus Auditorium events.

B. **SALE OR DISTRIBUTION OF HARD TICKETS:** The LESSOR may allow the LESSEE to sell hard tickets for various shows with prior approval of the LESSOR.

Tickets for any event may not go on sale to the public until a Lease Agreement has been signed by both parties and a deposit has been paid to secure the date.

Seating capacity for the Belle Mehus Auditorium is 833 people. That includes seating for 4 people in each box seat and 4 wheelchairs in the handicapped seating area.

C. **CONVENIENCE FEES ON OUTLET AND TELEPHONE SALES:** Associated fees are retained by ticketing agency and all revenues derived from convenience fees paid by ticket buyers on all tickets sold at outlets, telephone and by internet.

D. **MEDIA ACCESS:** Only those members of the news media with proper working media credentials will be given access to the Belle Mehus Auditorium facility for an event. If issued by the LESSEE, such credentials must state the areas of the Belle Mehus Auditorium in which the media will be allowed, along with a time period when they will be allowed into these areas.

The LESSOR reserves the right to limit the news media's access to certain areas of the Belle Mehus Auditorium at certain time periods in order to ensure that the LESSOR can properly control and manage the facility. Members of the news media without proper credentials may be denied access to the event.

E. **ADMISSION POLICY:**

1. All Belle Mehus Auditorium patrons shall be prohibited from bringing food and beverages, bottles, cans, containers, alcoholic beverages, projectiles, banners, video cameras, recording devices, weapons, items which may be used as weapons, incendiary devices or any controlled or illegal substances onto the Belle Mehus Auditorium premises.

2. The LESSOR reserves the right to conduct a reasonable search of all persons and their possessions prior to entry. Persons entering or leaving the Belle Mehus Auditorium may be subject to a reasonable inspection of cartons, containers, packages or person in order to ensure the safety of the general public and to reduce the likelihood of theft.

3. No re-entry on ticket stub is allowed.

4. No glitter, confetti, cans of silly string, toilet paper, air horns, lighter than air or helium balloons are permitted inside the Belle Mehus Auditorium.

5. No animals will be permitted in the Belle Mehus Auditorium unless the animal is part of the show, or if the animal is used by a physically impaired individual, and only if the animal is on a leash, in a pen or in a caged area. No live animals are allowed on any carpeted areas without proper matting on the floor.

6. A special request must be made to leave animals or any person associated with the EVENT in the Belle Mehus overnight or during non-working hours. If permission is granted, a security guard must also be on duty, and the fee for this security will be billed to the LESSEE.

7. The Belle Mehus Auditorium does not allow backpacks, duffel bags or tote bags to be brought into the building by the public. Any items of that nature are subject to search. Patrons may also be asked to hold open their coats for visual checks.

8. In the interest of public safety, BCC management may, at its sole discretion, require the presence of Bismarck Police Officers during certain events which may adversely impact public health, safety or welfare. Officers are scheduled at the LESSEE'S expense, subject to the rules of the Bismarck Police Department.

In the interest of public safety, the Belle Mehus Auditorium may require at least one (1) Event Security stationed at each public entrance for each event. The cost of the Event Security will be billed to the LESSEE.

Crowd Control: All services relating to event safety that may include crowd movement, ushering, badge checking, ticket taking, perimeter coverage, fire watch and other staff considered necessary to maintain the public's safety. It does not include building security.

F. ADA SPECIAL NEEDS INFORMATION: For special needs seating requirements, please contact our office at 701-355-1370. The Belle Mehus Auditorium companion policy allows visitors with special needs, to have one guest purchase an additional ticket in the designated ADA seating area. Handicapped seating area has room for 5 chairs. Companion seating is in Row Q, Seats 21 through 28.

G. EXTERIOR DOORS: Under no circumstances shall any exterior doors be propped open or altered in any way.

H. RIGGING/HANGING: Any rigging or hanging items from the Belle Mehus Auditorium ceiling or roof must be done by approved Belle Mehus Auditorium personnel. Items to be hung must have prior approval from management. Other persons may be permitted to access the Belle Mehus Auditorium roof, flyloft or catwalk areas, but must be 18 years or older and must sign a liability release.

I. CREDENTIALS OR WORKING PERSONNEL: All contractors, working personnel, temporary labor and other personnel working the event must enter and exit the Belle Mehus Auditorium through designated entrances and must have proper badges for admittance during orange alert or higher levels of security.

J. BUILDING TOURS OR PUBLIC SHOWINGS: A twenty four (24) hour advance notice is required for any request for building tours or public showings.

SECTION 2 | ADVERTISING AND PUBLICITY

A. RELEASE OF ADVERTISING AND PUBLICITY: LESSEE shall not advertise or publicize the event until the Belle Mehus Auditorium Lease Agreement is fully executed.

B. PRINT ADVERTISING: All print advertising must clearly state the gross admission price, including any fees, the locations where tickets may be purchased, the number for ordering tickets by telephone and must also include the complete Belle Mehus Auditorium name and Ticketmaster logo.

C. TELEVISION ADVERTISING: Television advertising must include the Belle Mehus Auditorium name and the number for ordering tickets by telephone.

D. RADIO ADVERTISING: Radio advertising must include the number for ordering tickets by telephone.

E. BISMARCK CIVIC CENTER/ BELLE MEHUS AUDITORIUM TRADEMARK: The name "Belle Mehus Auditorium" is trademarked. Unauthorized use is strictly prohibited. The LESSEE shall have the right to use the Belle Mehus Auditorium name only in the promotion and advertising of the event covered by the Lease Agreement. No other use of the name Belle Mehus Auditorium will be permitted by the LESSEE or the LESSEE'S exhibitors, employees, contractors or event attendees without prior approval from the LESSOR.

F. BLOCKING/COVERING BELLE MEHUS AUDITORIUM SIGNS AND OTHER AREAS: The Belle Mehus Auditorium's permanent signs, or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building signs.

Utility panels, hose cabinets, exit doors, exit lights and related items at no time shall be covered or blocked during the event. Clear and unimpeded access shall be maintained at all times to Belle Mehus Auditorium rest rooms and exits.

SECTION 3 | EVENT SERVICES AND CONDUCT OF ATTENDEES

A. PROHIBITED ACTIONS: Abusive language, threat, assault, vandalism, theft, use of unauthorized alcoholic beverages and all other inappropriate actions may result in immediate removal from the Belle Mehus Auditorium and arrest or prosecution of the parties involved.

B. MEDICAL STAFFING: In order to provide a safe and secure event for LESSOR and LESSEE'S patrons, emergency medical personnel may be provided during event times. The cost of these personnel will be paid by the LESSEE unless stated otherwise in the Lease Agreement.

C. SMOKING: The Belle Mehus Auditorium is a smoke-free facility. Smoking inside the Belle Behus Auditorium may result in immediate removal from the building. No tobacco products, including chewing tobacco, may be sold or handed out as samples anywhere on Belle Mehus property.

D. SOLICITATION: No solicitation, distribution or sale of any items, including raffles, advertising materials, publicity materials or flyers of any type shall be permitted within the Belle Mehus Auditorium without obtaining prior written approval from the LESSOR.

Any flyers, handbills, stickers or other advertising, solicitation or publicity materials found on the Belle Mehus Auditorium premises without prior authorization from the LESSOR shall be cleaned up by the Belle Mehus Auditorium personnel with the cost of cleaning of each piece of material paid by the party distributing the material, the LESSEE, or to the entity advertising on the materials, at the rate of \$5.00 per piece or at other rates set solely by the LESSOR.

The LESSOR reserves the right to take appropriate actions to stop anyone violating this policy from distributing materials on the Belle Mehus Auditorium premises.

No adhesive-backed, stick-on decals or similar items shall be used or distributed on the Belle Mehus Auditorium property. Any such decals or stickers which are adhered to any surface of the Belle Mehus Auditorium or on any equipment belonging to the LESSOR shall result in the LESSEE paying the LESSOR \$5.00 per sticker for the removal of the sticker. Magnetic backed decals are allowed.

No helium filled balloons shall be handed out in the facility unless prior approval has been given. Any balloons which are released and float to the Belle Mehus Auditorium Center ceiling shall result in the LESSEE paying the LESSOR \$5.00 per balloon for their removal.

E. PARKING AREAS: Belle Mehus Auditorium employee parking areas and preferred parking areas are for the exclusive use of the LESSOR. All unauthorized vehicles will be removed at owner's expense. The Galleria Ramp located next to the Holiday Inn has free parking with public elevator service Monday through Friday after 6:00 PM, Saturday – free parking all day, Sunday, free parking until 3:00 PM. After 3:00 PM on Sunday, parking is on the honor system. Free parking can be offered until after the event by request. The Parkade Ramp is on the honor system after hours and on weekends. This ramp does not offer public elevator access on Sundays due to security concerns. If there is a need for parking beyond what the Galleria Ramp can provide, the Parkade Ramp and elevator could be opened on Sunday to allow for free parking for a labor fee. Please contact the Bismarck Parking Authority at 701-223-8568 with special requests and/or labor costs.

F. BANNERS/POSTERS: To the extent allowed by applicable law, the LESSOR reserves the right to approve the content of the banner or poster or to have the banner or poster removed if such portions contain materials which are patently offensive in nature. Any banners or posters displayed must be fitted with grommets and hung with rope or string if at all possible. Banners or posters cannot be hung using any tape except masking or gaffers tape. The LESSOR reserves the right to charge the LESSEE for removal of tape, tape residue and repair of the Belle Mehus Auditorium which results from the posters and banners being hung with tape. The LESSOR reserves the right to charge the LESSEE for removal of tape, tape residue and repair of the Belle Mehus Auditorium which results from the posters and banners being hung with tape other than masking or gaffers. The LESSEE is responsible for the prompt removal of all posters and banners immediately at the conclusion of the EVENT. If the LESSOR removes the posters and banners, the LESSEE shall pay all related costs.

SECTION 4 | FOOD AND BEVERAGE SERVICES

A.. FOOD AND BEVERAGE SERVICES. APPROVED FOOD OR BEVERAGE IS ALLOWED IN THE ATRIUMS AND CONDUCTOR'S ROOM. FOOD OR BEVERAGE SERVED IN THIS AREA MUST BE CONSUMED IN THIS AREA AND CANNOT BE TAKEN INTO THE MAIN THEATRE FOR ANY REASON. A MINIMUM OF 4 (FOUR) DOORGUARDS WILL BE REQUIRED WHEN FOOD IS SERVED IN THE ATRIUM OR CONDUCTORS ROOM, TWO UPSTAIRS AND TWO DOWNSTAIRS.

Coca Cola is the "Official Soft Drink", water, juice and sports drink of the Belle Mehus Auditorium. No competitive products may be sold, dispensed or served anywhere, anytime. No sampling of competitive products will be permitted anywhere, anytime. No permanent or temporary advertising, signage or trademark for competitive products will be displayed or permitted anywhere within the facility.

All food and beverages, with the exception of catering and liquor services, are provided by the LESSOR's authorized concessionaires. Catering services are furnished by approved outside caterers on a non-exclusive basis. This list of approved caterers is available from the Bismarck Civic Center. Liquor services are provided by the current exclusive liquor concessionaire. The contact name is available from the Bismarck Civic Center, Mr. Darryl Dolan.

B. ALCOHOLIC BEVERAGES: The LESSOR reserves the right to require all Belle Mehus Auditorium patrons and guests, regardless of age, to present valid proper ID to purchase alcoholic beverages. The LESSOR reserves the right to refuse alcoholic beverage service to any person.

Alcoholic beverages shall not be allowed on the Belle Mehus Auditorium premises, including the exterior areas, unless such alcoholic beverages are sold or distributed under the alcoholic beverage approved concessionaire issued by the Belle Mehus Auditorium.

The decision as to whether or not alcoholic beverages will be served at an event shall be made exclusively by the LESSOR.

SECTION 5 | FIRE AND LIFE SAFETY REGULATIONS

A. **FLAME RETARDANT MATERIALS:** All drapes, curtains, table coverings, skirts, carpet or other materials must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshal.

B. **FLAMMABLE MATERIALS:** Storing of gasoline, kerosene or other flammable liquids is prohibited.

Fire code does not allow hay or straw bales, tumbleweeds, Christmas trees, etc. unless they have been made fire retardant. No electrical decorations shall be used on natural or resin bearing trees. Trees shall be properly treated with an approved fire retardant. Trees shall bear a tag stating the date of placement in the public building, type of flame retardant used, name of person who applied the flame retardant and the name of the person affixing the tag.

C. **EXPLOSIVES:** No explosives, pyrotechnics or similar materials will be allowed in the Belle Mehus Auditorium.

D. **UTILITY EQUIPMENT:** All electrical equipment must be U.L. Approved. Gas equipment is not allowed in the Belle Mehus Auditorium.

E. **CONTAMINATED OR ISOLATION GARBAGE:** It is the responsibility of the LESSEE to properly dispose of any contaminated or isolation garbage created by the event daily or when the container is full.

SECTION 6 | USE OF BELLE MEHUS AUDITORIUM EQUIPMENT/SERVICES

A. **BELLE MEHUS AUDITORIUM SOUND AND LIGHT EQUIPMENT:** Audio services, in addition to the permanently installed house sound system, are available from the facility. City policy prevents mixing of sound systems. If the LESSEE elects to contract with an outside provider of sound equipment, said outside provider must provide the entire system (microphones and all amplification equipment including speakers). House lights may not be dimmed any lower than 15% or totally blacked out without signing a liability release.

B. **MOTORIZED EQUIPMENT:** All Belle Mehus Auditorium equipment must be operated by authorized LESSOR employees.

C. **STAGE AREA:**

1. Special care must be taken with the main stage. Painting or constructing of sets on the main stage is not allowed. Moving of equipment on the stage must be done with care so as not to scratch the surface. If the stage is damaged or scratched by the LESSEE; repairs and or refinishing of the stage will be billed to LESSEE.

2. Two set of steps are located from the stage to the main theater floor. If LESSEE requests these steps be removed for their event, notice must be given in writing at least 3 days in advance of the event.

D. **ORCHESTRA PIT LIFT:** The orchestra pit lift is to be operated by authorized Belle Mehus Auditorium personnel only.

E. **ATRIUM/CONDUCTOR'S ROOM:** The Conductor's Room and Upper Atrium have a combined capacity

of 100 people for socials/receptions, etc. without any tables or chairs set up

The Lower Atrium has a capacity of 120 people without tables and chairs. For each table or chair set in the Lower Atrium, the capacity must be reduced.

If any tables or chairs are set up in either the Conductor's Room or Lower Atrium, 44 inch aisles must be maintained to the exit doors.

If you are planning a reception or social, a diagram of your set-up must be submitted to the Civic Center for approval at least 7 working days before the event. If your reception or social is for more than 220 people using the Conductor's Room, Upper and Lower Atrium combined, you will **not** be allowed to hold this event in the Belle Mehus. Remember also that no food or beverages may be taken onto the stage or into the Theatre at any time.

F. STAGE/BACKSTAGE AREA: The backstage area is 40' wide x 19' deep. The maximum capacity of this area is 90 people.

Stage size when shells are set in the regular way is 29' x 29'. The maximum capacity of this area in this configuration is 110 people.

Stage size when shells are set for maximum space is 29' deep x 37' wide. The maximum capacity of this area in this configuration is 140 people. 2 exits are required in the shells in this configuration; one on each side of the set.

SECTION 7 | MOVE-IN/MOVE-OUT, LOADING AND DELIVERIES

A. FREIGHT SHIPMENTS: The LESSOR will not accept shipments of freight or drayage of any kind unless prior arrangements are granted by the LESSOR.

B. CONDUCT DURING MOVE-IN/MOVE-OUT: Loading dock areas, main floor areas, concourse areas and loading areas are considered hazardous work areas during move-in and move-out. As such, drinking of alcoholic beverages, horseplay, use or possession of illegal or controlled substances, speeding or reckless use of vehicles are strictly prohibited. Parking on sidewalks is prohibited.

C. MOVE-IN/MOVE-OUT SCHEDULES: When two or more separate events desire to move-in or out at the same time, the LESSOR shall coordinate the scheduling of access to the loading areas and the main floor area. The decision of the LESSOR regarding the move-in and move-out schedules shall be final. **Note: LESSEE or LESSEE's designated representative shall remain on the premises during all move-in/move-out hours.**

D. SHIPMENTS: The LESSOR shall not accept advance shipments of freight or materials prior to the contracted move-in date unless prior arrangements have been made with the LESSOR.

It is the responsibility of the LESSEE to package and contact shipping companies for return shipment after the EVENT. All Event freight must be shipped out within 3 working days or LESSEE may be subject to a storage charge.

F. MAIL/FAXES TO BELLE MEHUS AUDITORIUM: Mail received by the LESSOR on behalf of the LESSEE or the LESSEE'S show personnel should be addressed to the appropriate show or event. Mail/faxes will be received and held in the Bismarck Civic Center administration office area for pick-up by the LESSEE. The mailing address of the Belle

Mehus Auditorium is:

Bismarck Civic Center
315 South 5th St
Bismarck, ND 58504-5602
(701) 355-1370
Fax: (701) 222-6599

The shipping address of the Belle Mehus Auditorium is:

Bismarck Civic Center
315 S 5th St.
Bismarck, ND 58504-5602

SECTION 8 | MISCELLANEOUS

A. EVENT CONTENT: To the extent allowed by applicable law, the AUTHORITY reserved the right to approve the content of the EVENT, to cancel an event in progress or to have questionable portions of the EVENT removed if such portions contain materials which are illegal or patently offensive in nature.

The LESSOR shall further reserve the right to require the LESSEE to include appropriate disclaimers in EVENT advertising to inform the general public if the event contains objectionable language or content.

B. USE OF OTHER AREAS OF THE BELLE MEHUS AUDITORIUM: All areas not covered under the Belle Mehus Auditorium Lease Agreement are not Leased portions used by the LESSEE. As such, any request from the LESSEE to utilize these areas must be approved in advance by the LESSOR.

The use of show offices, dressing rooms, locker rooms, meeting rooms and storage areas by the LESSEE shall be approved in advance of the EVENT by the LESSOR.

C. PERFORMER CONTRACTS: The LESSEE certifies and attests that they have a valid, properly executed and compatible contract with the performers that are identified as the "EVENT" in the Belle Mehus Auditorium Lease Agreement. The LESSEE shall submit to the LESSOR upon demand a copy of said contract with the performers.

The Belle Mehus Auditorium Management/Fire Marshall/Food Inspector/Police or their designees reserve the right to rule on any matters or make any additions or deletions to items which may or may not be covered herein.

The LESSEE shall be responsible for communicating and enforcing of all of these policies to any SUB-LESSEE, employee, volunteers or any other person acting for or on behalf of LESSEE or under the rental of the LESSEE.