

#### **Meeting of Board of Directors**

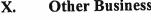
Wednesday, February 26, 2003 7:30 a.m. – 9:30 a.m. County Administration Building Board Room, 3<sup>rd</sup> Floor Grand Rapids, Michigan 49503

#### AGENDA

	I.	Call to Order	
Convention Arena	II.	Approval of January 22, 2003 Minutes	Action
Authority	III.	Public Comment	
ohn Logie, Chairman .ew Chamberlin	IV.	DeVos Place Logo Presentation & Recommendation  Hānon McKendry - Bill Danhof, Susan Johnson, Jason Vanderground	Action
Clif Charles David Frey Steven Heacock Birgit Klohs	<b>V.</b>	Committee Reports  a. Building Committee  b. Operations Committee  - CVB Update	Information Information
oseph Tomaselli		<ul> <li>c. Finance Committee</li> <li>i. Approval of Disbursements</li> <li>ii. Approval of SMG January 2003 Financial Reports</li> <li>iii. Approval of CAA Financial Reports</li> </ul>	Action Action Action
	VI.	DeVos Place Construction Update - Erhardt/Hunt	Information
	VII.	Appeal of the Calvin College Oratorio Society from the Decision of the Operations Committee	Action
	VIII.	Concurrence with City of Grand Rapids Resolution Regarding EPA STAG Grant in Connection with Reconstruction of Monroe Avenue	Action
<i>_</i>	IX.	SMG Report - Facilities Calendar	Information
	v	Other Rusiness	







Adjournment XI.



#### MINUTES OF THE GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY **BOARD OF DIRECTORS MEETING** Wednesday, January 22, 2002

#### Call to Order I.

Chairman John Logie called the meeting to order at 7:35 a.m. Chairman Logie presided and Secretary/Treasurer Birgit Klohs recorded.

#### **Attendance**

Members Present:

John Logie, Chairman

Lew Chamberlin Clif Charles David Frey Steve Heacock Birgit Klohs Joseph Tomaselli

Members Absent:

None

Staff/Others:

Matt Barnes

Erhardt/Hunt Joint Venture

Henri Boucher

ShowSpan

David Czurak

Grand Rapids Business Journal

Jim Day

Kent County Kent County

Daryl Delabbio Robert DuHadway

**DK** Security

Joe Erhardt

Erhardt/Hunt Joint Venture

Jay Fowler

City of Grand Rapids

Jim Gray

CAA Owner Representative

Kurt Kimball Chris Machuta City of Grand Rapids **SMG** 

Rich MacKeigan

**SMG** 

Steve Miller

**SMG** 

William Milzarski

Disability Advocates of Kent County

Bill Sewall

Erhardt/Hunt Joint Venture CAA Owner Representative

Dale Sommers Al Vanderberg

Kent County

Susan Waddell

CAA

Jana Wallace

City of Grand Rapids

Jim Watt

**SMG** 

Garrison Wells

The Grand Rapids Press

Richard Wendt Robert White

Dickinson Wright

Steve Wilson

Kent County

**CVB** 

Tim Wondergem

Wondergem Consulting

#### Minutes of Prior Meetings II.

Motion: Ms. Klohs, supported by Mr. Frey, moved to approve the Minutes of the December 4, 2002, meetings of the Authority. Motion carried unanimously.

#### III. Public Comment

None.

#### IV. Presentation - Jay Fowler, Assistant Planning Director, City of Grand Rapids

Mr. Fowler attended the meeting to present information on proposed downtown wayfinding program. One of the top priorities of the Downtown Development Authority (DDA) for 2003 is to install a wayfinding sign system in downtown Grand Rapids. This program would install an attractive system of signs with a unified approach to helping visitors to downtown Grand rapids find their way to public facilities in downtown. The system defines the downtown area in four districts. Each district has been assigned a color and a symbol, based on local landmarks: the Calder structure for the downtown district; the carillon tower at Grand Valley State University for the West side district; the Van Andel Arena for the Heardside district; and a historic building for the Heritage Hill district. The DDA is committed to funding the project 100% and will consider the plan at its next meeting.

In answer to a question from Mr. Tomaselli, Mr. Fowler stated that the DDA will take responsibility to maintain/update the signs and has allocated funds for that purpose. Mr. Heacock expressed concern that too many signs could litter the downtown area. Mr. Fowler responded that about 135 street-level signs would be spread throughout the four districts, about one per block. Mayor Logie added that some existing signs would be removed. Ms. Klohs inquired whether the icons would be printed on maps. Mr. Fowler replied they would and staff is working to coordinate the symbols on the City's website, as well.

#### V. Reappointment of Board Member

The term of Steven R. Heacock, Kent County appointee, expired on December 31, 2002. On January 2, 2003, the Kent County Board of Commissioners appointed Mr. Heacock to serve another four-year term, expiring December 31, 2006. Deputy County Clerk Sonya Dean performed the oath of office for Mr. Heacock.

#### VI. DeVos Place Construction Update - Matt Barnes, Joe Erhardt, Bill Sewall

Mr. Erhardt stated that the job site is hopping, with over 300 tradesman on site at any given time. The signature snake light fixture is being installed in the Grand Gallery. The terrazzo-flooring subcontractor has been performing the intricate layout task for the floor patterns. The painting subcontractor is painting the exposed structural steel. The cold weather has delayed slab on deck and roof work. Structural concrete continues to be placed at the Exhibit Hall truck dock. The truck dock structural steel is approximately 90& set and will be complete in a couple of weeks. Inside the Exhibit Hall major sheet metal ductwork installations have been completed on the east side and continues along with sprinkler piping, lighting rough-in, and mechanical piping throughout for the heating systems. These activities will continue for the next several months. Phase 3 work includes the commencement of some minor exploratory demolition in the Grand Center. Bid analysis, interviews, and award process continues, and so far approximately \$15 million of the anticipated \$51 million in Phase 3 contracts has been committed.

Mr. Barnes announced that, due to the success of the Erhardt/Hunt in-reach program, more than \$17 million (18.2%) subcontracts have been awarded to M/WBE firms. Last September Erhardt/Hunt met with 26 contractors for one-on-one interviews with the goal of increasing awareness of the construction project and obtaining 12% M/WBE subcontracts. Mayor Logie commended the team for its aggressive use of the M/WBE program. Mr. Barnes added that Phase 3 budgeting continues to be on track. In answer to a question from Mr. Tomaselli, Mr. Barnes stated the 700-space underground parking lot is located under the Exhibit Hall and new ballroom and will open in late 2004. Mayor Logie stated that the City is looking at what it can do to accommodate the needs of convention delegates before the parking lot is available, e.g., using the DASH system, working with Ellis Parking, and making the government

parking lots available. Mr. Frey wondered if access to and egress from the downtown area would be hindered due to the volume of parking. Mr. Sommers responded that he is meeting with City parking staff today on traffic flow and design.

#### VII. Committee Reports

#### **Building Committee**

Mr. Frey reported that the Grand Gallery work includes painting/wallcovering, drywall hanging, ceiling grid, elevators/escalators, light fixtures, and ceramic tile. Exhibit Hall work includes the truck dock steel, concrete floor, precast-north enclosure, box truss equipment, and metal panels. Building demolition and stage support renovation have begun for the Ballroom/Grand Center Phase III. Robert Mihos, Director of Facilities Management for Kent County, has been selected to replace former Committee member James Leach. The Committee received an update on the federal EPA STAG grant for the Monroe Avenue relocation/sewer project expenses. City staff has submitted the documentation required for reimbursement of the funds and is working with EPA staff to sort out the actual amounts.

#### Operations Committee

Mr. Chamberlin reported that the Committee met on January 15, 2003. Jim Watt, Assistant General Manager, presented a capital projects update: the security gate system would be operational in a couple of weeks, capital projects are in a lull state because both venues are very busy, transition activities at the Grand Center are proceeding smoothly, and, to save on energy costs at the new convention center, staff is researching an electric reading system that would monitor daily consumption by meter.

Mr. Chamberlin stated that Calvin College formally requested the Committee to grant the Oratorio Society a Thursday/Friday performance schedule at DeVos Performance Hall during the first half of December. The Committee received presentations from both Calvin College and Grand Rapids Ballet, the arts group most affected by the schedule. Granting the request would require changes to the CAA's adopted booking policy, and the Committee asked SMG General Manager Rich MacKeigan to provide a recommendation. Mr. MacKeigan recommended no change in the current booking policy, and the Committee unanimously supported the recommendation. The booking policy provides protected status to four arts organizations, the Grand Rapids Symphony, Opera Grand Rapids, Grand Rapids Ballet, and Broadway Theater Guild. The four entities were provided date protection privileges due to their frequent use of DeVos Performance Hall, their nonprofit status, and dedication to the arts as their primary mission. Calvin College has requested an appeal of the Committee's decision and the CAA Board will hear the matter on February 26, 2003.

Mr. Chamberlin stated that the CVB is developing a customer service orientation program for area taxi cab drivers and hospitality service industry employees. The program addresses basic tenets of good customer service, making guests feel welcome, handling complaints, and providing helpful information specific to the region and community.

Mr. Wilson added that a customer service task force would be created to oversee the program. The task force will include 18-25 stakeholders representing the CVB, City of Grand Rapids, Downtown Alliance, Grand Rapids Area Chamber of Commerce, Educators (Davenport, Community College, and GVSU), and private business. The group's three co-chairs will be named this month and its first meeting is set for next month. The goal of the task force is to build a culture of hospitality through the customer service orientation program.

Mr. Wilson reported that the CVB has confirmed 77 groups for the new convention center, with 138,350 delegates using 115,689 hotel rooms and generating an economic impact of \$32,487,785. Notable groups include the Michigan Reading Association, Michigan Dental Association, Wesleyan Church Corporation,

and Lions Club International. The CVB sales team has identified 93 tentative groups that would bring 158,925 convention visitors to the area. Since the first of the year, the CVB has book three major Michigan businesses: Michigan Association of Counties for 2007; lured from Traverse City is the Michigan Rural Water Association in March of 2004, 2005, and 2006; and the Michigan Chapter of Business Professional Association of America in 2004, 2005, and 2006. The controversy surrounding the Michigan's West Coast branding initiative is turning the tide thanks to the efforts of Mayor McGeehan of Holland and Mayor Logie.

#### Finance Committee

Mr. Heacock presented the Finance Committee report.

a. Approval of Disbursements for the Period November 15, 2002 – January 14, 2003

Motion: Mr. Heacock, supported by Mr. Frey, moved to approve payment of disbursements totaling \$13,282,706.55, as presented. Motion carried unanimously.

b. Approval of SMG Financial Statements for the Grand Center and Van Andel Arena

Motion: Mr. Heacock, supported by Ms. Klohs, moved to approve the SMG Financial Statements for the Van Andel Arena and Grand Center for the periods ended November 30 and December 31, 2002. Motion carried unanimously.

Mr. Heacock noted that the Van Andel Arena performed \$30,000 above December's projection and had a net income figure of \$140,809 for the month. December marked the halfway point of the fiscal year, and the revenue picture for the Arena continues to look strong. The Arena should finish at least \$200,00 over budget for the fiscal year.

c. Approval of CAA Preliminary Financial Statements Prepared by Beene Garter LLP

Motion: Mr. Heacock, supported by Ms. Klohs, moved to approve the Grand Rapids – Kent County Convention/Arena Authority Financial Statements for the periods ended November 30 and December 31, 2002. Motion carried unanimously.

#### VIII. SMG Report

#### Facilities Calendar

Mr. MacKeigan reported that upcoming events at the Van Andel Arena include Disney on Ice, Monster Trucks, Band of the Grenadier Guards, Lippizzaner Stallions, Kenny Chesney, Yanni, and Whitesnake/Poison concert. Concert activity for January and February is slow. May and June have the potential to be very busy. The Grand Center hosted two successful bridal shows in January. The public season will kick off with auto show at the end of the month. Representatives from the Mormon Tabernacle Choir flew into town yesterday for a site visit at the Van Andel Arena.

#### IX. Other Business

Mayor Logie thanked CAA Board members for participating in the annual SMG review process. The CAA Board and senior staff members are very pleased with SMG's management and performance across a broad range of categories. Billboard magazine has ranked Van Andel Arena the #1 venue with 10,001-15,000 seating capacity. For three years running, Van Andel Arena had prevailed as the #1 midsize arena. In 2001, the Van Andel Arena landed in second place behind the San Diego Sports Arena. This year the Van Andel Arena is back at #1.

Convention/Arena	Authority	Meeting
January 22, 2003 -	-5	

XVI.	Adi	ournment

There being no other	business,	the meeting	adjourned	at 8:35 a.m.
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Birgit Klohs, Recording Secretary



#### Memorandum

To:

**CAA Board Members** 

From:

Susan M. Waddell

Date:

February 20, 2003

Re:

**DeVos Place Logo** 

Convention

Arena

Authority

John Logie, Chairman Lew Chamberlin Clif Charles David Frey Steven Heacock Birgit Klohs

Joseph Tomaselli

Last February, the Operations Committee asked Rich MacKeigan to identify relevant issues regarding a logo for DeVos Place. At the March Operations Committee meeting, Rich suggested putting together a subcommittee with representatives from the CAA, SMG, CVB, Grand Action, Amway Grand Plaza Hotel, and Wondergem Consulting. The subcommittee included Susan Waddell-CAA, Lynne Ike and Rich MacKeigan-SMG, Steve Wilson-CVB, Jon Nunn-Grand Action, Ron Brondyke-Amway, and Tim Wondergem-Wondergem Consulting. The subcommittee would solicit proposals and ultimately make a recommendation back to the Operations Committee.

In March and April 2002, Rich received proposals from six companies: BeThere; Davison, Dietsch, McCarthy; Falk Design; Hānon McKendry; Printech; and Progressive AE. The subcommittee shortlisted the group and asked for presentations from Davison, Dietsch, McCarthy and Hānon McKendry. The subcommittee chose Hānon McKendry to design the DeVos Place logo.

Over the past year, Hānon McKendry designed several specimens for the group's examination and conducted extensive research. On January 29, 2003, Hānon McKendry presented to the subcommittee its final logo research, review and recommendation. The subcommittee unanimously endorsed the logo with the horizontal orientation, the first logo illustrated in the attached spiral bound booklet. The group felt its components are most reflective of the community and the venue. The Operations Committee concurred unanimously and recommends approval by the CAA Board. Representatives from Hānon McKendry will be attending the February 26 CAA Board meeting to present its findings and to answer your questions.

Action requested: Concur with the recommendations of the Operations Committee and continue to develop logo refinements with Hānon McKendry.



Grand Center 245 Monroe Ave. NW Grand Rapids, MI 49503 616.742.6600 Fax 616.742.6590

#### Contracts CAA has with firms/individuals for DeVos Place Expansion

Contract	Type of Work/Service		\$ Amount	Location
Erhardt/Hunt, A Joint Venture	Construction Mgr - GMP Phase 1 & 2	\$ 1	118,054,870.00	GR/Indiana
Materials Testing Inc	Soil Borings	\$	192,117.00	GR
Dickerson Wright	Legal		Hourly Rate	GR
Ins & Environmental Services	Asbestos - Grd Ctr/Police Bld	\$	101,595.00	GR
Dale Sommers	Project Mgt/Owner Rep		Hourly Rate	GR
Jim Gray	Project Mgt/Owner Rep		Hourly Rate	GR
Materials Testing Inc	Asbestos Design/Monitoring	\$	212,240.00	GR
Progressive AE	Schematic Design	\$	640,793.00	GR
Progressive AE	Monroe Ave Relocation	\$	43,323.00	GR
Progressive AE	Expansion/Renovation - Phase1,2,3	\$	12,936,214.00	GR
Veenstra Printing	Printing of Plans	\$	118,774.00	GR
City of Grand Rapids	Relocation/Sewer Monroe Ave	\$	9,964,227.00	GR
Robert Duff Consulting	Data/Phones/Communication Consult		Hourly Rate	GR
Hiaeshutter/Fellinger	Security/Fire Consultants		Hourly Rate	GR
Material Testing Inc	Geotechnical/Construction Testing	\$	601,673.00	GR
Ottawa County Farms	Soil Disposal	\$	818,465.00	Coopersville
Progressive AE	On Site AIA Rep	\$	700,000.00	GR
Champion Evironmental	Asbestos Removal - Hall of Justice	\$	1,141,520.00	Crown Pt. IN
Progressive AE	Environmental Graphics	\$	90,000.00	GR
Voice Data Systems	DeVos Place Infrastructure Cabling	\$	739,566.00	GR
Midstate Security Company	Supply,install,test Security/CCTV	\$	442,171.91	GR

Phase 3 Yet to be awarded

\$ 51,388,350.00

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# MBE/WBE PARTICIPATION SUMMARY SUBCONTRACTS AWARDED TO DATE

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DATE:

February 12, 2003

TO:

Steve Heacock

Grand Rapids - Kent County Convention / Arena Authority

Finance Committee Chair

FROM:

Jana M. Wallace

Fiscal Services Analyst

**SUBJECT: Monthly Disbursements Report** 

Attached for your review are the lists of invoices processed for payment during the most recent period. Expenditures for the period are summarized below.

Dates checks were issued	Operating Fund	Construction Fund
January 28, 2003	\$ 56,869.49	\$ 178,452.16
February 14, 2003	134,931.98	4,798,185.50
Payroll - 01/10/2003	2,080.95	-
Payroll - 01/24/2003	1,968.60	
Payroll - 02/06/2003	2,080.95	m de
Disbursements from C/AA Fund	ds \$ 197.931.97	\$4.976.637.66

Total disbursements for the Grand Rapids - Kent County Convention / Arena Authority during the period January 10 through February 14, 2003, were \$5,174,569.63.

Please call me at 456-4514 if you need additional information.

**Attachments** 

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on January 28, 2003, as Authorized by the Current Bookkeeping Policy

bescription of materials acquired / services received		503 Security system design and review - December 2002 503 Construction phase services - December 2002						503 Environmental graphics - period ending December 27, 2002	01/10/2003 Owner requested changes - December 2002 Sub-Total - Invoices Submitted by Project Manager		303 Bookkeeping services through January 21, 2003, inc Forms 1099		303 Electrical services for Grand Center - January 2003	302 Legal services re parking operations & maint - November 2002			_		302 Legal services re general matters - November 2002	_	503 Fire protection water line for Skywalk - January-March 2003	303 Water and sewer services for Skywalk - October-December 2002	503 Fire protection water line for Arena - January - March 2003	303 Admin mgr's 401A - employer/employee contribs for 01/24/03 payroll	303 Admin manager's 457 - employee contrib for 01/24/03 payroll	303 Insurance benefits for administrative manager - February 2003	Sub-Total - Invoices Submitted by City Fiscal Services	Total Invoices Submitted for Payment from Construction Account  Total Invoices Submitted for Payment from Operating Account	Total Involces Processed for Baument	CICOS FIOCOSSOCIOI FAYIIIOIIL  Casinvstopay03.xls jmw 01242003
Invoice Date		01/02/2003	12/30/2002	01/11/2003	01/18/2003	01/13/2003	01/15/2003	01/08/2003	01/10/2003 Sub-Total -		01/21/2003	12/27/2002	01/09/2003	12/30/2002	12/30/2002	12/30/2002	12/30/2002	12/30/2002	12/30/2002	01/15/2003	01/14/2003	01/14/2003	01/14/2003	01/24/2003	01/24/2003	01/14/2003	Sub-Total	Total Invo	Total lavo	
Amount		\$ 700.00	8.400.00	121.64	759.19	118,179.47	12,645.00	10,675.32	1,044.87 \$ 176,702.16		\$ 775.00	29,273.59	22,813.12	336.00	756.00	252.00	742.00	2,366.00	154.00	285.00	29.59	52.62	106.52	240.00	160.00		\$ 58,619.49	\$ 178,452.16 \$ 56,869.49	€ 22K 224 RE	li I
Рауве	Ť V	C Jerry G Fellinger, Fire/Secur Systs C Materials Testing Consultants Inc		-					C Progressive AE	invoices Submitted by City Fiscal Services	O Beene Garter LLP	O Consumers Energy	O Consumers Energy	O Dickinson Wright PLLC	C Dickinson Wright PLLC		C Dickinson Wright PLLC	O Dickinson Wright PLLC	O Dickinson Wright PLLC	O The Employers' Association	O Grand Rapids City Treasurer	O Grand Rapids City Treasurer	O Grand Rapids City Treasurer	O ICMA Retirement Corporation - 401A	O ICMA Retirement Corporation - 457	O Priority Health Group 686010 S001				

C = Construction related expenses O = Operating / non-construction expenses

# **GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY**

List of Invoices Processed for Payment on February 14, 2003, as Authorized by the Current Bookkeeping Policy

	Payee Invoices Submitted by Project Manager	Amount	Invoice Date	Description of materials acquired / services received
E S E	Erhardt - Hunt: A Joint Venture GR-KC C/AA Retainage Account	\$4,337,352.00 303,285.00	01/31/2003 01/31/2003	Progress pmt # 26: Construction - steel / general / electrical Retainage for progress payment # 26
P. D.	reyen-Zyisina inic J P Gray Consulting Inc	8,740.00	02/03/2003	Project management services - January 2003
<u>a</u>	Jerry G Fellinger, Fire / Secur Systs	1,500.00	02/01/2003	Security system design and review - January 2003
ŽÖ	Midstate Security Ottawa County Landfill	796.50	01/24/2003	Multiple security systems for Convention Center - payment # z  Contaminated soil dumping - January 21, 2003
တိ	Sommers, Dale H	12,760.00	01/31/2003	Project management services - January 2003
<b>S</b> S	Veenstra Reproductions	15.00	01/20/2003	One set of prints
>		\$4,798,185.50	Sub-Total - In	Sub-Total - Invoices Submitted by Project Manager
ğ	Invoices Submitted by City Fiscal Services	Q		
ပိ	Consumers Energy	\$ 1,378.75	01/27/2003	Electrical services for Skywalk - January 2003
ပိ	Consumers Energy	33,490.26	01/28/2003	Electrical services for Arena - January 2003
ຜັ	Grand Rapids City Treasurer	3,093.07	01/30/2003	Water and sewer services for Arena - January 2003
ຜັ	Grand Rapids City Treasurer	2,195.95	01/23/2003	Water services for Grand Center - January 2003
ਨੁ	ICMA Retirement Corporation - 401A	240.00	02/07/2003	Admin mgr's 401A - employer/employee contribs for 02/07/03 payroll
<u>0</u>	ICMA Retirement Corporation - 457	160.00	02/07/2003	Admin manager's 457 - employee contrib for 02/07/03 payroll
쪼	Kent County Dept of Public Works	3,790.00	01/31/2003	Skywalk steam services - January 2003
ጁ	Kent County Dept of Public Works	42,598.36	01/31/2003	Grand Center steam services - January 2003
짰	Kent County Dept of Public Works	47,650.59	01/31/2003	Arena steam services - January 2003
8	National Multiple Sclerosis Society	100.00	02/05/2003	Memorial contribution for Alastair Watt
⋛	Warner Norcross & Judd LLP	235.00 <b>\$ 134,931.98</b>	01/15/2003 Sub-Total - In	01/15/2003 Legal services re Grand Center trademark - thru 12/31/2002 Sub-Total - Invoices Submitted by City Fiscal Services
		\$4,798,185.50 \$ 134,931.98	Total Invoiced Total Invoiced	Total Invoices Submitted for Payment from Construction Account Total Invoices Submitted for Payment from Operating Account
		\$4,933,117.48	Total Invoice	Total Invoices Processed for Payment

C = Convention Center construction related expenses O = Non-construction / operating expenses



#### **GRAND CENTER**

FINANCIAL STATEMENT FOR THE PERIOD ENDED JANUARY 31, 2003

#### Distribution:

Grand Rapids – Kent County Convention / Arena Authority Robert White Glen Mon Bob Johnson Gary McAneney John Szudzik Richard MacKeigan Chris Machuta



#### GRAND CENTER ROLLING FORECAST FISCAL YEAR ENDING JUNE 30, 2003

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	204	130	334	305	29
ATTENDANCE	185,710	247,531	433,241	449,307	(16,066)
DIRECT EVENT REVENUE	721,855	667,538	1,389,393	1,297,805	91,588
ANCILLARY REVENUE	224,348	266,184	490,532	491,054	(522)
TOTAL EVENT REVENUE	946,203	933,722	1,879,925	1,788,859	91,066
TOTAL OTHER REVENUE	57,001	129,007	186,008	203,000	(16,992)
TOTAL OPERATING REVENUE	1,003,205	1,062,729	2,065,933	1,991,859	74,074
INDIRECT EXPENSES					
EXECUTIVE	52,499	33,067	85,566	86,064	498
FINANCE	91,150	50,997	142,147	142,850	703
MARKETING	20,571	92,683	113,254	146,847	33,593
OPERATIONS	224,855	253,109	477,964	480,979	3,015
EVENT SERVICES	255,606	197,083	452,689	447,613	(5,076)
BOX OFFICE	43,629	14,396	58,025	57,425	(600)
OVERHEAD	569,998	438,480	1,008,478	990,049	(18,429)
TOTAL OPERATING EXP.	1,258,307	1,079,815	2,338,123	2,351,831	13,704
NET REVENUE ABOVE EXPENSES	(255,102)	(17,086)	(272,190)	(359,972)	87,778
CAPITAL		62,000	62,000	62,000	
NET OPERATING REVENUE OVER OPERATING EXPENSES	(255,102)	(79,086)	(334,190)	(421,972)	87,778

#### Comments:

The Grand Center performed at expected levels for the month of January. The original budget had the West Michigan Golf show a part of January, however, event will be hosted during February. The shortfall created by the movement of that event was offset by hosting the RV Expo that proved to be very successful for a first time public show.

General Wanager

Finance Director

### GRAND CENTER FINANCIAL STATEMENT HIGHLIGHTS FOR MONTH ENDED DECEMBER 31, 2002

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2003, compared to budget and to the prior year:

MONTH	January Actual	January Budget	January FY 2002
Number of Events	33	31	25
Attendance	37,619	39,400	31,546
Direct Event Income	\$107,201	\$102,593	\$117,373
Ancillary Income	25,981	32,019	49,920
Other Income	4,609	16,917	16,249
Indirect Expenses	(177,861)	(196,511)	(205,265)
Net Income	(\$40,071)	(\$44,982)	(\$21,722)

YTD	YTD 2003	YTD 2003	YTD 2002
	Actual	Budget	Prior Year
Number of Events	204	166	210
Attendance	185,710	193,957	218,715
Direct Event Income	\$721,855	\$586,825	\$694,908
Ancillary Income	224,348	212,722	278,691
Other Income	57,001	118,419	67,691
Indirect Expenses	(1,258,307)	(1,375,577)	(1,187,619)
Net Income	(\$255,102)	(\$457,611)	(\$146,329)
Less Capital			(\$63,339)
Net Income after Capital	(\$255,102)	(\$457,611)	(\$209,668)

#### **EVENT INCOME**

Direct event income met budgeted expectations for the month. Due to some shifting of events, the original budget called for 1 Broadway event, and one family show. The Broadway moved a second event to January, and the family show will now be hosted in April. With all the shifting, the Grand Center will end up hosting one additional event during the fiscal year with the addition of the RV show, which we hope will become an annual event.

#### **ANCILLARY INCOME**

Ancillary income came in lower than budget for the month. This was mainly due to lower novelty income expected from the family show, and lower than expected spending on decorating for the events hosted during the month.

#### INDIRECT EXPENSES

Indirect expenses fell below expectations for the month. Repairs, Supplies, and Labor were the three main savings area's. The savings in these categories were offset by higher than anticipated utility cost's due to the extremely cold weather during the month.

## GRAND CENTER FACILITY STATEMENT OF INCOME PERIOD ENDING 01/31/03

		CURRENT			YTD	
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME	8					
DIRECT EVENT INCOME						
RENTAL INCOME	106,613	96,879	109,876	708,197	558,342	677,035
SERVICES INCOME	588	5,714	7,497	13,657	28,483	17,874
TOTAL DIRECT EVENT INCOME	107,201	102,593	117,373	721,855	586,825	694,908
ANCILLARY INCOME						
FOOD & BEVERAGE	6,715	7,590	17,685	83,401	05 520	01 600
NOVELTY	992	3,450	5,908	10,731	85,538 8,750	91,690
TELECOMMUNICATIONS	0	0	0	1,747	0,750	19,888
ELECTRICAL	1,294	1,730	1,768	7,291	8,520	18,384
OTHER ANCILLARY	16,980	19,249	24,558	121,177	109,914	148,728
TOTAL ANCILLARY INCOME	25,981	32,019	49,920	224,348	212,722	278,691
				*		
TOTAL EVENT INCOME	133,182	134,612	167,294	946,203	799,547	973,599
OTHER OPERATING INCOME	4,609	16,917	16,249	57,001	118,419	67,691
ADJUSTED GROSS INCOME	137,791	151,529	183,543	1,003,205	917,966	1,041,290
INDIRECT EXPENSES		**				
EXECUTIVE	6,366	7,172	10,143	52,499	50.004	47.010
FINANCE	13,105	11,904	7,919	91,150	50,204 83,328	47,219 73,731
MARKETING	1,954	12,236	4,874	20,571	85,652	25,595
OPERATIONS	23,768	40,083	52,694	224,855	280,581	305,331
EVENT MANAGEMENT	22,660	37,826	35,642	255,606	264,782	188,174
BOX OFFICE	6,675	4,785	1,359	43,629		
OVERHEAD	103,333	82,505	92,633	569,998	577,535	523,140
INDIRECT EXPENSES	177,861	196,511	205,265	1,258,307	1,375,577	1,187,619
NET OPERATING INCOME	<40,071>	<44,982>	<21,722>	<255,102>	<457,611>	<146,329>
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	0	0	0	0	0	63,339
OTHER EXPENSES	0	0	0	0	0	63,339
NET INCOME (LOSS)	40.55				· · · · · · · · · · · · · · · · · · ·	
NAL ANCORE (1030)	<40,071>	<44,982>	<21,722>	<255,102>	<457,611>	<209,669>

# GRAND CENTER STATEMENT OF SERVICES INCOME PERIOD ENDING 01/31/03

		CURRENT			YEAR TO DATE-	
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	9,741	11 256		20.405
Stagehands Billed	103,939			11,356	0	30,197
Security Billed	7,888	75,950 10,770	98,829 7,200	402,843	437,700	466,273
Ushers & Tix Takers Billed		•	-	32,909	45,545	51,121
Box Office Billed	15,698 1,900	13,630 1,700	15,855 1,700	71,457	73,055	82,025
Ticketing Service Billed				10,650	9,900	10,800
Utilities Billed	9,817 300	18,875 0	27,802	63,054	75,800	95,360
City Police Fire Billed	1,969	0	1,820	300	0	5,470
Traffic Control Billed	238		1,116	7,634	2,124	10,742
EMT Medical Billed		2,250	2,237	1,515	8,670	10,438
Cleaning Billed	2,424 0	2,275 0	2,183 600	10,503	10,045	12,388
•	0			324	0	2,474
Insurance Billed	-	0	0	1,331	0	1,042
Telephone Billed	1,480	1,960	2,239	9,161	5,775	6,659
Other Production Billed	5,901	0	3,706	19,935	0	39,773
TOTAL SERVICE INCOME	151,553	127,410	175,028	642,972	668,614	824,760
Advertising Expense	0	0	9,741	11,375	0	28,624
Stagehand Wages	101,509	73,672	99,091	387,720	424,573	463,357
Security Wages	0	0	0	0	0	7,722
Contracted Security Expense	7,888	10,770	7,200	32,915	45,545	43,658
Ushers & T/T Wages	10,989	9,541	11,098	50,020	51,139	57,417
Ticket Sellers Wages	1,108	2,150	2,449	8,291	8,690	8,440
Ticket Service Charge Expense	4,161	6,388	11,421	23,894	25,545	39,263
City Police Fire Expense	1,969	0	1,116	7,341	824	10,742
Traffic Control Expense	1,448	3,200	4,068	8,250	15,160	19,316
EMT Medical Expense	1,654	2,275	1,484	7,874	10,045	8,815
Cleaning Wages	14,237	13,700	16,291	70,610	58,610	81,131
Insurance Expense	0	0	0	1,038	0	844
Allocated Telephone Expense	370	0	0	1,068	0	0
Production Expense	5,633	0	3,571	18,919	0	37,559
TOTAL SERVICE EXPENSE	150,965	121,696	167,530	629,314	640,131	806,887
ψ						
NET SERVICE INCOME	588	5,714	7,497	13,657	28,483	17,874
				******		

#### GRAND CENTER

#### STATEMENT OF FINANCIAL POSITION

#### PERIOD ENDING 01/31/03

ASSETS	
CURRENT ASSETS	
CASH	1,411,806
ACCOUNTS RECEIVABLE	305,136
PREPAID EXPENSES	49,869
TOTAL CURRENT ASSETS	1,766,811
20	
FIXED ASSETS	
TOTAL ASSETS	1,766,811
	665556655866
LIABILITIES & EQUITY	
CURRENT LIABILITIES	
ACCOUNTS PAYABLE	231,988
ACCRUED EXPENSES	126,421
ADVANCED TIX SALES & DEPOSITS	397,000
TOTAL CURRENT LIABILITIES	755,409
EQUITY	
FUNDING RECEIVED	313,654
RETAINED EARNINGS	952,849
NET INCOME (LOSS)	<255,102>
TOTAL EQUITY	1,011,401
TOTAL LIABILITIES & EQUITY	1,766,811
	=======================================

# GRAND CENTER INDIRECT EXPENSE SUMMARY PERIOD ENDING 01/31/03

W.			YTD			
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	44,340	46,990	41,853	325,336	328,930	286,682
Part-Time	9,195	11,275	18,322	79,343	78,925	
Wages-Trade	108,954	95,565	113,308	522,427	668,955	83,791
Auto Allowance	1,521	1,816	0	10,646	12,712	594,153 0
Auto Expense	0	0	1,521	0	0	
Taxes & Benefits	37,962	30,108	32,824	199,667	210,756	10,296
Less: Allocation/Reimbursement	<141,268>	<110,163>	<140,995>	<612,294>	<771,141>	180,434 <687,196>
TOTAL LABOR COSTS	60,704	75,591	66,834	525,125	529,137	468,160
Contracted Security	5,778	5,000	7,117	38,702	35,000	34,177
Other Contracted Services	186	183	186	1,346	1,281	1,071
Travel & Entertainment	309	792	857	. 3,489	5,544	3,550
Corporate Travel	0	333	0	651	2,331	602
Meetings & Conventions	0	1,613	0	3,095	11,291	4,354
Dues & Subscriptions	0	160	0	1,379	1,120	537
Employee Training	286	833	0	430	5,831	338
Miscellaneous Expense	0	0	0	0	0	66
Computer Expense	3,030	5,417	3,402	24,605	37,919	20,619
Professional Fees	1,650	1,730	1,965	15,666	12,110	8,819
Marketing & Advertising	346	1,094	1,957	4,317	7,658	8,998
Box Office Expenses	89	0	79	136	0 0	388
Small Equipment	0	0	0	2,498	0	0
Trash Removal	1,831	2,800	546	6,799	19,600	5,644
Equipment Rental	130	375	434	1,061	2,625	1,209
Landscaping	0	0	0	<69>	0	0
Exterminating	0	368	375	2,550	2,576	2,933
Cleaning	0	1,250	0	0	8,750	613
Construction Costs	0	0	0	2,511	0	777
Repairs & Maintenance	3,255	9,013	24,307	42,098	63,091	68,538
Supplies	0	13,098	8,268	42,051	91,686	55,567
Bank Service Charges	680	750	1,281	5,332	5,250	7,924
Insurance	13,075	8,380	7,785	58,508	58,660	53,624
Other Taxes	0	300	0	0	2,100	0
Printing & Stationary	0	731	0	0	5,117	1,008
Office Supplies	0	500	83	2,953	3,500	4,964
Postage	222	200	0	453	1,400	709
Parking Expense	1,321	1,500	2,933	10,440	10,500	12,765
Telephone Long Distance	177	2,000	5,308	17,485	14,000	17,492
Utilities	66,207	43,000	52,264	313,654	301,000	267,178
Base Fee	18,956	19,500	18,750	132,693	136,500	131,250
Incentive Fee	0	0	535	0	0	3,745
Less: Allocated/Reimbursement	<370>	0	0	<1,650>	0	0
TOTAL MATERIAL AND SERVICES	117,157	120,920	138,431	733,182	846,440	719,459
TOTAL INDIRECT EXPENSES	177,861	196,511	205,265	1,258,307	1,375,577	1,187,619
						*********

#### SMG - Van Andel Arena & Grand Center Grand Rapids - Kent County Convention/Arena Authority Capital Expenditures & Management Fee Summary Fiscal Year Ending June 30, 2003

CAPITAL IMPROVEMENTS				
-	Budget	Expended	Balance	Project Status
Arena				
Lobby Duct Painting	35,000	14,140	20,860	Closed
Skywalk Ice Melt System	42,000	20,610	21,390	90% Complete
Terazzo Floor Repair	38,000	11,842	26,158	50% Complete
Banquet Room Refurbishment	25,000		25,000	Open
Hydralic Seating Section	70,000		70,000	Open
Hockey Glass	20,000	16,750	3,250	Closed
Floor Maintenance Equipment	18,500	13,992	4,508	Closed
Security Gate System	120,200	65,035	55,165	70% Complete
Total Arena	368,700	142,369	226,331	-
Grand Center				
Refinish DeVos Stage Floor	50,000		50,000	Open
Cyclorama for DeVos Stage House	12,000		12,000	Open
Total Grand Center	62,000	-	62,000	Opon
Grand Total Capital Improvements	430,700	142,369	288,331	
MANAGEMENT FEE SUMMARY				W.
	Arena	Grand Center	Total	FY 2002
<u>.</u>	Budget	Budget	Budget	Act/Est
Net Revenue above Expenses	1,440,131	(272,190)	1,167,941	1,642,788
Benchmark	1,550,000	(359,972)	1,190,028	1,043,839
Excess	(109,869)	87,782	(22,087)	598,949
Incentive Fee Calculation (Only if abo	ve greater than	zero)		
	Arena	Grand Center	Total	FY 2002
V# k	Budget	Budget	Budget	Act/Est
Base Fee	227,475	227,475	454,950	450,000
Incentive Fee				
Revenue	4,553,347	2,065,933	6,619,280	6,993,519
Benchmark Revenue	4,367,910	1,991,859	6,359,769	· · · · · · · · · · · · · · · · · · ·
Donomitair Revenue	7,307,710	1,771,037	0,337,709	5,969,444
Revenue Excess	_	-	-	1,024,075
Incentive Fee **				206,019
Total SMG Management Fee	227,475	227,475	454,950	656,019
=		.,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

<sup>\*\*</sup> Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.



#### VAN ANDEL ARENA

FINANCIAL STATEMENT FOR THE PERIOD ENDED JANUARY 31, 2003

#### Distribution:

Grand Rapids – Kent County Convention / Arena Authority
Robert White
Glen Mon
Bob Johnson
Gary McAneney
John Szudzik
Richard MacKeigan
Chris Machuta



#### VAN ANDEL ARENA ROLLING FORECAST FISCAL YEAR ENDING JUNE 30, 2003

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	83	56	139	126	13
ATTENDANCE	412,421	352,493	764,914	772,050	(7,136)
DIRECT EVENT INCOME	746,880	524,400	1,271,280	1,124,723	146,557
ANCILLARY INCOME	815,540	546,915	1,362,455	1,302,948	59,507
TOTAL EVENT INCOME	1,562,420	1,071,315	2,633,735	2,427,671	206,064
TOTAL OTHER INCOME	1,093,152	826,460	1,919,612	1,915,000	4,612
TOTAL INCOME	2,655,572	1,897,775	4,553,347	4,342,671	210,676
INDIRECT EXPENSES					
EXECUTIVE	55,627	36,927	92,554	91,525	(1,029)
FINANCE	83,225	84,277	167,502	166,900	(602)
MARKETING	119,688	56,763	176,451	173,800	(2,651)
OPERATIONS	649,988	435,753	1,085,741	1,081,652	(4,089)
BOX OFFICE	67,937	45,691	113,628	118,100	4,472
LUXURY SEATING	65,795	52,041	117,836	116,530	(1,306)
SKYWALK ADMIN	18,016	19,010	37,026	36,700	(326)
OVERHEAD	690,384	632,094	1,322,478	1,317,317	(5,161)
TOTAL INDIRECT EXP.	1,750,660	1,362,556	3,113,216	3,102,524	(10,692)
NET REVENUE ABOVE EXPENSES	904,912	535,219	1,440,131	1,240,147	199,984
LESS ALLOCATION FOR CAPITAL REPLACEMENT	142,369	273,700	414,511	368,700	(45,811)
NET REVENUE ABOVE EXPENSES AFTER CAPITAL	762,543	261,519	1,025,620	871,447	154,173

#### Comments:

The Arena performed below expectations for the month due to not hosting any concerts during the month. Champions on Ice and Arenacross, while performing favorably with other cities, did not produce the revenue they had in the past. The shortfall was offset in some part due to the very successful Harlem Globetrotters event that drew almost twice the attendance as anticipated.

General Manager

1

#### VAN ANDEL ARENA FINANCIAL STATEMENT HIGHLIGHTS FOR MONTH ENDED JANUARY 31, 2003

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2003, compared to budget and to the prior year:

MONTH	January	January	January
	Actual	Budget	FY 2002
Number of Events	19	21	19
Attendance	90,457	107,000	90,786
Direct Event Income	\$71,590	\$140,329	\$125,643
Ancillary Income	144,212	162,788	157,555
Other Income	144,607	159,584	163,065
Indirect Expenses	(257,312)	(258,684)	(277,576)
Net Income	\$103,097	\$204,017	\$168,686

YTD	YTD 2003	YTD 2003	YTD 2002
_	Actual	Budget	Prior Year
Number of Events	83	75	85
Attendance	412,421	433,200	431,977
Direct Event Income	\$746,880	\$717,521	\$583,390
Ancillary Income	815,540	818,065	765,114
Other Income	1,093,152	1,117,088	1,013,644
Indirect Expenses	(1,750,660)	(1,811,258)	(1,819,935)
Net Income	\$904,912	\$841,416	\$542,212
			+
Less Capital	\$142,369	\$273,700	\$46,715
Net Income after Capital	\$762,543	\$567,716	\$495,497

#### **EVENT INCOME**

Event income fell below expected levels for the month, with the main reason being no concert held during the month. Disney on Ice and Harlem Globetrotter events hosted during the performed very favorable against expectations.

#### ANCILLARY INCOME

Per cap numbers for the events hosted were very strong, however, lower than expected attendance for Arenacross and Champions on Ice led to ancillary income falling short of the budget.

#### INDIRECT EXPENSES

Indirect expenses came in at expected levels for the month.

# VAN ANDEL ARENA FACILITY STATEMENT OF INCOME PERIOD ENDING 01/31/03

ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
244 713	269 591	278 786	1 109 296	1 030 313	072 606
					973,686 <390,297
71,590	140,329	125,643	746,880	717,521	583,390
131.047	138.830	131 351	675 519	644 277	622,592
				-	114,977
3,850	5,898				27,545
144,212	162,788	157,555	815,540	818,065	765,114
215,802	303,117	283,197	1,562,420	1,535,586	1,348,504
144,607	159,584	163,065	1,093,152	1,117,088	1,013,644
360,409	462,701	446,262	2,655,572	2,652,674	2,362,147
7,188	7,626	5.106	55.627	53.382	54,493
11,569	13,908				95,392
23,076	14,629	13,149	119,688		110,752
6,872	9,710	9,308	65,795		60,980
91,230	90,135	104,414	649,988	630,945	651,560
11,785	9,842	13,461	67,937	68,894	69,216
3,198	3,058	4,132	18,016	21,406	20,840
102,395					
103,097	204,017	168,686	904,912	841,416	542,212
1,558	0	0			46,715
1,558	0	0			46,715
	244,713 <173,122> 71,590  131,047 9,315 3,850  144,212  215,802  144,607  360,409  7,188 11,569 23,076 6,872 91,230 11,785 3,198 102,395  257,312  103,097	244,713	244,713       269,591       278,786         <173,122>       <129,262>       <153,144>         71,590       140,329       125,643         131,047       138,830       131,351         9,315       18,060       20,354         3,850       5,898       5,850         144,212       162,788       157,555         215,802       303,117       283,197         144,607       159,584       163,065         360,409       462,701       446,262         7,188       7,626       5,106         11,569       13,908       13,086         23,076       14,629       13,149         6,872       9,710       9,308         91,230       90,135       104,414         11,785       9,842       13,461         3,198       3,058       4,132         102,395       109,776       114,920         257,312       258,684       277,576         103,097       204,017       168,686         1,558       0       0	244,713       269,591       278,786       1,108,296         <173,122>       <129,262>       <153,144>       <361,416>         71,590       140,329       125,643       746,880         131,047       138,830       131,351       675,519         9,315       18,060       20,354       118,362         3,850       5,898       5,850       21,659         144,212       162,788       157,555       815,540         215,802       303,117       283,197       1,562,420         144,607       159,584       163,065       1,093,152         360,409       462,701       446,262       2,655,572         7,188       7,626       5,106       55,627         11,569       13,908       13,086       83,225         23,076       14,629       13,149       119,688         6,872       9,710       9,308       65,795         91,230       90,135       104,414       649,988         11,785       9,842       13,461       67,937         3,198       3,058       4,132       18,016         102,395       109,776       114,920       690,384         257,312       258,684       27	244,713       269,591       278,786       1,108,296       1,039,212         <173,122>       <129,262>       <153,144>       <361,416>       <321,691>         71,590       140,329       125,643       746,880       717,521         131,047       138,830       131,351       675,519       644,277         9,315       18,060       20,354       118,362       154,400         3,850       5,898       5,850       21,659       19,388         144,212       162,788       157,555       815,540       818,065         215,802       303,117       283,197       1,562,420       1,535,586         144,607       159,584       163,065       1,093,152       1,117,088         360,409       462,701       446,262       2,655,572       2,652,674         7,188       7,626       5,106       55,627       53,382         11,569       13,908       13,086       83,225       97,356         23,076       14,629       13,149       119,688       102,873         3,198       3,058       4,132       18,016       21,406         102,395       109,776       114,920       690,384       768,432         257,312

# VAN ANDEL ARENA STATEMENT OF SERVICES INCOME PERIOD ENDING 01/31/03

		CURRENT			-YEAR TO DATE	
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advantation Pillad	50.000		54 774	200 -25		
Advertising Billed	58,238	0	54,774	202,135	0	206,695
Sponsorship Income	0	0	0	0	0	37,000
Labor Billed	495	1,250	990	10,807	10,940	13,838
Changeover Setup Billed Stagehands Billed	2,657	5,400	5,430	72,992	68,500	84,827
Security Billed	14,201	23,200	29,903	320,918	244,200	258,833
Ushers & Tix Takers Billed	2,919 4,942	7,300	7,804	99,589	83,450	114,290
Box Office Billed	4,542	9,000	8,881	79,114	70,250	86,901
Ticketing Service Billed		400	387	6,816	6,750	7,910
City Police Fire Billed	5,170	19,400 336	23,408	103,637	109,950	116,447
EMT Medical Billed	562		560	6,284	5,040	7,486
Cleaning Billed	2,565	500	788	13,595	4,775	15,260
Insurance Billed	2,489 0	6,750 0	5,009	71,350	70,000	75,415
		-	0	455	0	2,592
Group Sales Commissions Billed	1,953	0	1,398	2,142	0	1,398
Telephone Billed	789	1,475	2,200	20,525	15,210	16,070
Equipment Rental Billed	770	0	0	770	0	0
Damages Billed	0	0	0	150	0	0
Other Production Billed	6,341	13,450	18,846	280,125	149,250	202,532
TOTAL SERVICE INCOME	104,091	88,461	160,378	1,291,402	838,315	1,247,493
Advertising Expense	58,238	0	54,441	196,942	0	234,821
Sponsorship Expenses	0	0	0	0	0	2,800
Labor Wages	421	1,063	842	9,186	9,306	11,762
Contracted Changeover Setup Expense	29,156	23,109	38,410	152,168	121,514	157,686
Stagehand Wages	29,930	49,495	47,119	345,248	284,292	290,666
Contracted Security Expense	27,160	20,140	25,392	167,175	115,470	165,255
Contracted Ushers & T/T Expense	42,834	34,530	35,575	169,848	149,190	165,911
Ticket Sellers Wages	0	0	329	5,794	0	6,723
Ticket Service Charge Expense	12,156	21,400	25,805	103,455	133,450	114,785
City Police Fire Expense	562	1,836	560	6,284	7,790	6,086
EMT Medical Expense	4,290	3,484	6,732	17,804	12,620	30,581
Contracted Cleaning Expense	42,956	41,237	41,555	184,117	173,142	180,726
Insurance Expense	0	0	0	9,117	0	2,776
Allocated Telephone Expense	520	199	425	5,979		3,775
Production Expense	28,991	21,230	36,338	279,700		263,438
		-				
TOTAL SERVICE EXPENSE	277,213	217,723	313,522	1,652,819	1,160,006	1,637,790
NET SERVICE INCOME	<173,122>	<129,262>	<153,144>	<361,416>	<321,691>	<390,297>
				=========		

#### VAN ANDEL ARENA

#### STATEMENT OF FINANCIAL POSITION PERIOD ENDING 01/31/03

ASSETS	
CURRENT ASSETS	
CASH	3,448,831
ACCOUNTS RECEIVABLE	1,371,682
PREPAID EXPENSES	137,106
TOTAL CURRENT ASSETS	4,957,619
FIXED ASSETS	
TOTAL ASSETS	4,957,619
	****
LIABILITIES & EQUITY	
CURRENT LIABILITIES	
ACCOUNTS PAYABLE	486,859
ACCRUED EXPENSES	416,058
DEFERRED INCOME	880,788
ADVANCED TIX SALES & DEPOSITS	1,229,161
TOTAL CURRENT LIABILITIES	3,012,865
	o 1
EQUITY	
FUNDS REMITTED	<911,486>
FUNDING RECEIVED	269,589
RETAINED EARNINGS	1,824,109
NET INCOME (LOSS)	762,543
TOTAL EQUITY	1,944,754
TOTAL LIABILITIES & EQUITY	4,957,619
	=======================================

# VAN ANDEL ARENA INDIRECT EXPENSE SUMMARY PERIOD ENDING 01/31/03

	CURRENT			YTD				
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR		
Salaries Administration	44,878	47,841	44,416	326,824	334,887	307,598		
Part-Time	6,165	2,853	6,562	40,098	20,441	37,081		
Wages-Trade	57,168	75,285	68,214	506,264	526,995	453,284		
Auto Allowance	777	0	0	1,554	0	0		
Auto Expense	0	810	777	3,885	5,670	5,194		
Taxes & Benefits	30,286	31,364	25,754	206,326	219,548	165,761		
Less: Allocation/Reimbursement	<43,953>	<71,668>	<62,462>	<459,030>	<501,676>	<365,869>		
TOTAL LABOR COSTS	95,321	86,485	83,261	625,921	605,865	603,049		
Contracted Security	17,062	17,083	26,599	126,508	119,581	127,471		
Contracted Cleaning	2,098	2,167	4,035	12,588	15,169	16,139		
Other Contracted Services	349	300	349	2,298	2,100	2,414		
Travel & Entertainment	243	442	939	5,977	3,094	6,034		
Corporate Travel	0	625	602	3,395	4,375	602		
Meetings & Conventions	0	1,083	593	710	7,581	3,162		
Dues & Subscriptions	275	108	380	2,753	756	2,931		
Employee Training	0	1,000	149	<70>	7,000	2,380		
Miscellaneous Expense	0	0	0	62	0	0		
Computer Expense	2,197	5,417	2,279	26,903	37,919	71,676		
Professional Fees	1,761	2,167	1,500	18,090	15,169	16,739		
Marketing & Advertising	14,535	8,250	6,487	66,871	57,750	62,296		
Box Office Expenses	503	0	<162>	851	0	48		
Small Equipment	0	0	0	972	· 0	0		
Trash Removal	1,799	1,250	1,211	11,310	8,750	7,938		
Equipment Rental	1,681	1,300	1,523	11,690	9,100	10,059		
Landscaping	0	292	0	0	2,044	3,561		
Exterminating	248	333	248	1,733	2,331	1,980		
Cleaning	0	450	0	8,739	3,150	2,810		
Repairs & Maintenance	10,736	10,666	11,227	48,922	74,662	58,035		
Supplies	15,080	15,091	21,999	116,797	105,637	133,549		
Bank Service Charges	634	1,000	2,389	5,276	7,000	7,094		
Insurance	11,804	11,967	12,453	77,108	83,769	73,274		
Licenses & Fees	69	0	0	69	0	0		
Other Taxes	0	300	0	0	2,100	69		
Printing & Stationary	0	1,917	4,609	5,406	13,419	4,812		
Office Supplies	2,680	1,000	792	10,427	7,000	10,592		
Postage	166	1,000	1,291	7,989	7,000	4,066		
Parking Expense	1,507	1,592	1,510	11,922	11,144	10,804		
Telephone Long Distance	4,432	4,583	3,321	30,184	32,081	29,033		
Utilities	56,533	64,566	73,331	398,954	451,962	432,586		
Base Fee	18,956	19,500	18,750	132,694	136,500	131,250		
Amortization	0	0	0	0	0	5,737		
Common Area Expense	<2,836>	<2,875>	<3,664>	<15,976>	<20,125>	<18,482>		
Less: Allocated/Reimbursement	<520>	<375>	<425>	<6,413>	<2,625>	<3,775>		
TOTAL MATERIAL AND SERVICES	161,992	172,199	194,315			1,216,886		
TOTAL INDIRECT EXPENSES	257,312	258,684	277,576	1,750,660	1,811,258	1,819,935		
	*********		=======================================	=======================================				

#### SMG - Van Andel Arena & Grand Center Grand Rapids - Kent County Convention/Arena Authority Capital Expenditures & Management Fee Summary Fiscal Year Ending June 30, 2003

CAPITAL IMPROVEMENTS					
_	Budget	Expended	Balance	Project Status	
Arena  Lobby Duct Painting	35,000	14,140	20,860	Closed	
Skywalk Ice Melt System	42,000	20,610	21,390	90% Complete	
Terazzo Floor Repair	38,000	11,842	26,158	50% Complete	
Banquet Room Refurbishment	25,000	11,072	25,000	Open	
Hydralic Seating Section	70,000		70,000	Open	
Hockey Glass	20,000	16,750	3,250	Closed	
Floor Maintenance Equipment	18,500	13,992	4,508	Closed	
Security Gate System	120,200	65,035	55,165	70% Complete	
Total Arena	368,700	142,369	226,331		
Grand Center					
Refinish DeVos Stage Floor	50,000		50,000	Open	
Cyclorama for DeVos Stage House	12,000		12,000	Open	
Total Grand Center	62,000	-	62,000	-	
Grand Total Capital Improvements	430,700	142,369	288,331		
MANAGEMENT FEE SUMMARY					
MANAGEMENT FEE SUMMART					
	Arena	Grand Center	Total	FY 2002	
_	Budget	Budget	Budget	Act/Est	
Net Revenue above Expenses	1,440,131	(272,190)	1,167,941	1,642,788	
Benchmark	1,550,000	(359,972)	1,190,028	1,043,839	
Excess	(109,869)	87,782	(22,087)	598,949	
Incentive Fee Calculation (Only if abo	ve greater than	zero)			
	Arena	Grand Center	Total	FY 2002	
_	Budget	Budget	Budget	Act/Est	
Base Fee	227,475	227,475	454,950	450,000	
Incentive Fee					
Revenue	4,553,347	2,065,933	6,619,280	6,993,519	
Benchmark Revenue	4,367,910	1,991,859	6,359,769	5,969,444	
Revenue Excess	-	-	-	1,024,075	
Incentive Fee **				206,019	
Total SMG Management Fee	227,475	227,475	454,950	656,019	

<sup>\*\*</sup> Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

INTERIM FINANCIAL STATEMENTS

Seven Months Ended January 31, 2003





#### **ACCOUNTANTS' REPORT**

To the Board of Directors
Grand Rapids - Kent County Convention / Arena Authority
Grand Rapids, Michigan

Brene Marter LLP

We have compiled the accompanying statements of net assets and cash receipts and disbursements - budget to actual for the operating account and construction accounts of the Grand Rapids - Kent County Convention / Arena Authority for the seven months ended January 31, 2003, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements do not include the cash receipts and disbursements of the Van Andel Arena and Grand Center which are operated by the Authority. The financial statements presented have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's cash receipts and disbursements. Accordingly, these financial statements are not designed for those who are not informed about such matters.

February 11, 2003 Grand Rapids, Michigan

www.beenegarter.com

#### **INTERIM FINANCIAL STATEMENTS**



#### Statement A

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Net Assets

January 31, 2003

ASSETS		NSTRUCTION		OPERATING	TOTAL		
Current Assets:							
Cash and Equivalents - Authority	\$	44,686,407	\$	994,320	\$	45,680,727	
Cash and Equivalents - Facility		-		3,620,013		3,620,013	
Receivables, Net		-		1,232,040		1,232,040	
Prepaid Expenses		-		117,750		117,750	
Contract Rights			_	5,737		5,737	
Total Current Assets		44,686,407		5,969,860		50,656,267	
Noncurrent Assets:							
Capital Assets:							
Construction in Progress		56,229,162		3,507		56,232,669	
Total Noncurrent Assets	-	56,229,162		3,507		56,232,669	
TOTAL ASSETS		100,915,569		5,973,367		106,888,936	
LIABILITIES							
Current Liabilities:							
Accounts Payable		-		643,033		643,033	
Accrued Expenses		-		418,296		418,296	
Advance Ticket Sales		-		1,079,206		1,079,206	
Advance Deposits		-		202,952		202,952	
Deferred Facility Income				441,506		441,506	
TOTAL LIABILITIES		-		2,784,993		2,784,993	
NET ASSETS							
Invested in Capital Assets		56,229,162		3,507		56,232,669	
Fund Balance		44,686,407		3,184,867		47,871,274	
TOTAL NET ASSETS	\$	100,915,569	\$	3,188,374	\$	104,103,943	

#### Statement B

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Operations) From July 1, 2002 to January 31, 2003

	OPERATING ACCOUNT								
	Facilities Operations					Capital Replacement			
DECEMBE		Budget		Actual		Budget	Actual		
RECEIPTS	_		_						
Facility Operations	\$	2,170,975	\$	911,486	\$	-	\$	-	
Parking Revenues		107,772		-		-		-	
Interest on Investments		34,880		14,695		25,120		8,631	
Capital Replacement Reserve Transfer Miscellaneous Revenue		184,418		-		(184,418)		-	
TOTAL RECEIPTS		2 400 045		6,000		-			
TOTAL RECEIPTS		2,498,045		932,181		(159,298)		8,631	
DISBURSEMENTS									
Accounting / Auditing Services		25,635		12,753		-		•	
Insurance - Property and Liability		33,050		3,999		_		_	
Legal Services		33,550		14,469		-		_	
Other Contractual Services		43,000		36,984		-		-	
Facility Management Fees		-		224,228		-		-	
Meeting Expense		890		523		-		_	
Supplies		1,350		61		-		-	
Transfer to Construction Account		1,000,000		1,000,000		-		-	
Sub-total Service Disbursements		1,137,475		1,293,018		-		-	
Electricity		727,000		424,034		_		_	
Steam		471,000		191,792		-		_	
Water and Sewer		92,800		39,836		_		-	
Sub-total Utility Disbursements		1,290,800		655,662		•		•	
Building Additions and Improvements		_		_		380,200			
Facility Equipment Acquisition		-		_		50,500		_	
Sub-total Capital Disbursements		-		•		430,700		-	
Employee Wages		52,240		30.000		_			
Employee Benefits		17,530		9,828		_		_	
Sub-total Payroll Disbursements		69,770		39,828		-		•	
TOTAL DISBURSEMENTS		2,498,045		1,988,508		430,700			
Excess / (Deficit) of Funds	\$	_	•	(1.056.326)		/580 QQ8\	¢	9 634	
Excess / (Deficit) of Funds	\$	-	\$	(1,056,326)	\$	(589,998)	\$	8,63	
Total Net Assets - Beginning of Year		3,000,000		2,418,567		1,236,069		1,817,502	
Total Net Assets - End of Period	\$	3,000,000	\$	1,362,241	\$	646,071	\$	1,826,133	
	Se	e Comments 1 and 2			See	e Comments 1 and 2			

**Comment 1:** Facilities Operations and Capital Replacement budgets were approved by the GR-KC Convention / Arena Authority at its regularly scheduled meeting on June 26, 2002.



**Comment 2:** Facilities Operations and Capital Replacement columns include receipts and disbursements processed by the C/AA. SMG receipts and disbursements are reported separately in the Van Andel Arena and Grand Center financial statements prepared by SMG.

#### Statement C

#### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Construction) From July 1, 2002 to January 31, 2003

	CONSTRUCTION ACCOUNT							
	Monroe Ave Relocation				Convention Center Construction			
		Budget		Actual	Budget		Actual	
RECEIPTS								
State of Michigan	\$	-	\$	-	\$	2,138,974	\$	_
City / County Bldg Authority Capital Contrib.		3,071,036		14,574		52,381,302		42,705,426
Transfer from Operating Fund		•		-		1,000,000		1,000,000
Interest on investments		55,000		36,223		698,455		558,025
TOTAL RECEIPTS		3,126,036	-	50,797		56,218,731		44,263,450
DISBURSEMENTS								
Architectural and Engineering Services		1,744,046		-		4,000,000		1,668,029
Construction Material Testing		-		_		600,000		212,909
Construction - GMP Contractor		1,133,925	14,560		47,063,549		40,452,822	
<b>Sub-total Contractor Disbursements</b>		2,877,971		14,560		51,663,549	_	42,333,760
Incurance Prepart / Link Ht.								
Insurance - Property / Liability		-		-		53,338		77,660
Legal Services		10,000		202		10,000		5,797
Owner's Representatives		-		-		270,870		159,538
Other Contractual Services		238,065				4,215,724		116,024
Sub-total Service Disbursements		248,065		202		4,549,932		359,019
Advertising / Promotion / Publicity		-		-		2,500		_
Supplies		-		-		500		-
Postage / Express		-		-		150		_
Telephone		-		_		2,100		1,208
Sub-total Supplies Disbursements		-		-		5,250		1,208
TOTAL DISBURSEMENTS		3,126,036		14,762		56,218,731		42,693,987
Excess / (Deficit) of Funds	\$	_	\$	36 034	\$		e	1 560 463
Excess / (Delicit) of Fulids	<b>&gt;</b>	<del>-</del>		36,034		<u>-</u> _	_\$	1,569,463
Total Net Assets - Beginning of Year		9,206,790	-	9,206,790		90,103,282		90,103,282
Total Net Assets - End of Period	\$	9,206,790	\$	9,242,824	\$	90,103,282	\$	91,672,745
	Se	e Comment			S	ee Comment		

**Comment:** Convention Center Construction budget was approved by the Grand Rapids - Kent County Convention / Arena Authority at its regularly scheduled meeting on June 26, 2002.



### Memorandum

To:

**CAA Board Members** 

From:

Susan Waddell

Date:

February 20, 2003

Re:

Appeal of Calvin College Oratorio Society from the Decision of the

**Operations Committee** 

Convention

Arena

Authority

John Logie,
Chairman
Lew Chamberlin
Clif Charles
David Frey
Steven Heacock
Birgit Klohs

Joseph Tomaselli

On November 20, 2002, the Operations Committee was presented with a request that the Calvin College Oratorio Society be granted first priority booking rights for DeVos Performance Hall for successive Thursday and Friday dates in December. Representatives from Calvin College and the four arts groups attended the December 18, 2002, Operations Committee meeting to voice support for their respective positions.

Granting Calvin College's request would require changes to the CAA's adopted booking policy. The booking policy is enclosed for your information. Please pay particular attention to Reservation of Authority Facilities, DeVos Hall, beginning on page 5 of the booking policy.

The Operations Committee asked SMG General Manager Rich MacKeigan to furnish a recommendation. Mr. MacKeigan recommended that the booking policy not be changed to accommodate the Oratorio Society, based on three criteria: frequent use, cultural choice, and a nonprofit, artistic mission. The Operations Committee unanimously approved the SMG recommendation.

Calvin College Oratorio Society would like the CAA Board to overturn the Operations Committee decision and has submitted the enclosed written appeal. Also enclosed are copies of correspondence from the Christian Reformed Church supporting the Calvin College position and copies of correspondence from Grand Rapids Ballet, Grand Rapids Symphony, and Opera Grand Rapids supporting the Operations Committee decision.

Calvin College President Gaylen Byker will be attending the Febuary 26 CAA Board meeting to answer any questions you may have.

If you would like additional information, please call me directly at 742-6194. Thank you.



Van Andel Arena 130 Fulton West Grand Rapids, MI 49503 616.742.6600 Fax 616.742.6197 CENTER

Grand Center 245 Monroe Ave. NW Grand Rapids, MI 49503 616.742.6600 Fax 616.742.6590

# GRAND RAPIDS- KENT COUNTY CONVENTION/ARENA AUTHORITY BOOKING POLICY

This is the Booking Policy of the Grand Rapids- Kent County Convention/Arena Authority adopted by the Authority Board of Directors on September 27, 2000.

### I. Background

The Authority was established for the purpose of owning, improving, and operating, DeVos Hall, the Convention Center and Van Andel Arena. The Authority's mission and those of its facilities (as defined in the Operating Agreement between the County of Kent and City of Grand Rapids) are:

<u>Authority</u> -- To encourage economic development within the West Michigan region, create jobs and provide facilities for the entertainment, enjoyment and benefit of the citizens in an economical manner by developing and operating convention, entertainment and sports facilities within Kent County.

- <u>DeVos Hall</u> is primarily for artistic activities and secondarily for entertainment, community and convention activities.
- <u>Convention Center</u> (including Exhibit Halls, Meeting Rooms and Welsh Auditorium) is primarily for convention related events and secondarily for public events, entertainment, community and sports activities.
- <u>Van Andel Arena</u> is primarily for sports and entertainment activities and secondarily for artistic and community activities.

The Authority is substantially rebuilding and expanding the Convention Center to better compete with other convention facilities in the attraction of national, regional and local conventions. The primary sources of funds for the expansion are the Kent County Lodging Excise Tax, the State of Michigan and private funds raised by Grand Action.

The Authority operations are dependent upon revenues from renting Authority Facilities and income from concessions and related activities. The County and City equally share responsibility for operating deficits of the Authority that exceed operating reserves and available revenues from the Kent County Lodging Excise Tax.

### II. Objectives

A. The Authority's intention in adopting this Booking Policy is to promulgate the Authority's best interest in the use of Authority Facilities and to avoid, and facilitate amiable resolution of, disputes over conflicting claims on space and dates.

- The Authority's objective is to maximize at all times the use of Authority B. Facility space.
- C. The Authority desires to:
  - 1. Create significant economic activity in Kent County, serve Kent County businesses, families and individuals and enhance the quality of life in Kent County by;
    - Encouraging conventions, meetings, public consumer shows, entertainment, performing arts and other events;
    - Bringing outside revenues to the community; and
    - Promoting the community to business operators and visitors.
  - 2. Generate adequate income to cover Authority expenses.
  - 3. Promote production of the Kent County Lodging Excise Tax, to permit funding for the Convention Center renovation and expansion and to provide coverage of Authority operating losses that exceed established reserves.

### III. **Definitions**

"Arts Groups" include the Grand Rapids **Arts Groups** Symphony, Grand Rapids Ballet, Opera Grand

Rapids, Broadway Theater Guild and any other performing arts organization recognized by Authority Board of Directors resolution as an Arts

Group.

Authority "Authority" is the Grand Rapids- Kent County

> Convention/Arena Authority, a separate legal entity established on March 29, 2000 by the City of Grand Rapids and the County of Kent pursuant to the Convention Facility Authority Act, Act 203 of the

Public Acts of Michigan of 1999.

"Authority Facilities" include DeVos Hall, the **Authority Facilities** 

Convention Center and Van Andel Arena.

Available Dates "Available Dates" are dates on Event Calendars for

which the Authority has not issued a First Hold or

signed a Facility Use Agreement.

Convention Center "Convention Center" consists of the Welsh

Auditorium, Exhibit Halls and Meeting Rooms within the structure on Monroe Avenue, Grand

Rapids, Michigan.

CVB "CVB" is the Grand Rapids/Kent County

Convention & Visitors Bureau.

DeVos Hall "DeVos Hall" is a performing arts theater adjacent

to the Convention Center.

Event Calendars "Events Calendars" are the monthly calendars kept

by the Authority to designate tentative and contracted events at Authority Facilities.

Exhibit Halls "Exhibit Halls" includes all exhibit space within the

Convention Center, existing and planned (as

depicted on Attachment A).

Facility Use Agreement

"Facility Use Agreement" is a binding written agreement between the Authority and the person renting Authority Facility space for a given date or dates, which delineates the specific Authority Facility space, the dates of usage, the nature of the event, deposit schedules, protection clauses, and

other necessary provisions.

First Hold "First Hold" is the General Manager's designation

of an event as the priority use of specific Authority Facility space for a specific date. The General Manager will notify the holding party that its event

has been designated First Hold.

First Priority "First Priority" events will be given precedence

when more than one person seeks to place an event in the same Authority Facility space on the same

date.

General Manager "General Manager" is the person employed or

contracted by the Authority to oversee management

of Authority Facilities (as of the date of this Policy, the General Manager is SMG, Inc.)

### Grand Gallery Meeting Rooms

"Grand Gallery Meeting Rooms" are meeting rooms on the first floor of the Convention Center adjacent to the Grand Gallery and Exhibit Halls (as depicted on Attachment A).

### Kent County Lodging Excise Tax

"Kent County Lodging Excise Tax" is a tax on transient use of Kent County hotel and motel rooms, which Kent County levies and collects pursuant to Act 263 of the Public Acts of Michigan of 1974, as amended.

### Major Consumer Shows

"Major Consumer Shows" includes the Boat Show, the Sport Show, the Home and Garden Show, and the Auto Show (all currently produced by Showspan, Inc., of Grand Rapids, Michigan) or any alternative consumer show recognized by Authority Board of Directors resolution as a Major Consumer Show. A Major Consumer Show must rent at least 75% of available space in the Exhibit Halls, typically have at least 15,000 attendees and be willing to sign a multiple-year (three to five year) Facility Use Agreement.

### Major Events

"Major Event" is a convention, meeting or other event for which a party guarantees the use of 500 contracted peak room nights and total room nights of 1,000 in Kent County. Contracted peak room nights are the highest number of rooms used for any night of the event. Total room nights used is the sum of the number of rooms used during the event.

### Meeting Rooms

"Meeting Rooms" includes all the rooms, existing and planned, within the Convention Center of the size convenient for and used primarily for meetings (as depicted on Attachment A). Second Priority

"Second Priority" events will be given precedence for Authority Facility space over all other events, except those designated First Priority, when more than one person seeks to place an event in the same Authority Facility space on the same date.

Tentative Hold

"Tentative Hold" is a notation made by the General Manager on a date or dates on the Event Calendar indicating that a person anticipates use of Authority Facility space on the date specified. The General Manager will generally allow a single event, other than an Arts Group season, to assume one Tentative Hold (of consecutive days) for each calendar year but may allow an event to assume multiple Tentative Holds. A Tentative Hold does not grant any contractual rights to the holder. The General Manager may place more than one event on a given date, the priority of such events to be determined in accordance with this Policy.

Welsh Auditorium

"Welsh Auditorium" is a multi-purpose auditorium within the Convention Center that the Authority intends to convert into a ballroom.

Window Hold

"Window Hold" is a notation made by the General Manager on the dates on the Event Calendar indicating that a Major Consumer Show desires use of Authority Facility space within the dates specified.

### IV Interpretation of Policy

The Authority is responsible for interpretation of this policy and final determinations regarding the booking and use of Authority Facilities. In the event of a dispute, the Authority Operating Committee will provide a written determination. An interested person may appeal the Operating Committee's determination to the Authority Board of Directors, whose decision will be final.



### V Reservation of Authority Facilities

DeVos Hall, the Convention Center (Exhibit Halls, Welsh Auditorium and the Meeting Rooms) and Van Andel Arena each has a different mission or use. Specific reservation policies apply to each.

### X A. <u>DeVos Hall</u>

For many years, the Arts Groups have successfully cooperated in developing a coordinated schedule for the use of DeVos Hall. The Authority authorizes the Grand Rapids Symphony, Grand RapidsBallet and Opera Grand Rapids to continue to coordinate use of DeVos Hall among them, with the assistance of and notice to the Authority. These organizations will then work with the Broadway Theater Guild and then other performing arts groups to accommodate their respective schedules. Arts Groups consisting primarily of local artists will continue to be given the first opportunity to develop a full season before those Arts Groups not consisting primarily of local artists.

The First Priority for use of DeVos Hall is Arts Groups consisting primarily of local artists. The Second Priority for DeVos Hall is Arts Groups not consisting primarily of local artists. The Third Priority for DeVos Hall is entertainment events.

The booking policy for DeVos Hall is as follows

- 1. <u>Beyond Twelve Months</u>. Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
- 2. <u>At Twelve Months</u>. Up to Twelve months prior to the date of the first event of any Arts Group season, an event with a Tentative Hold will have First Priority and First Hold.
- 3. The Authority will protect dates that are subject to a First Hold until January 31 for a season beginning six or more months later, at which time the Arts Group will be required to execute a Facility Use Agreement in order to continue to hold such dates.
  - (a) Arts Groups may only change held dates if at the time of the request no other person has committed, by contract or First Hold, to the proposed new dates.
- 4. <u>Within Twelve Months</u>. Any party may contract for Available Dates at DeVos Hall for conventions, tradeshows and other events within twelve months of the event by executing a Facility Use Agreement.
- 5. <u>Priority</u>. If two or more parties attempt to contract for the same Available Dates, Arts Groups are the First Priority and entertainment events are the Second Priority.

### B. Convention Center -- Exhibit Halls

Particularly during the first quarter of the calendar year, there is significant competition for space in the Exhibit Halls. The Major Consumer Shows must, by

the nature of their business, occur during the first quarter. The Major Consumer Shows have in the past occupied most of the space in the Exhibit Halls for large blocks of time, thereby limiting space for convention and meeting demands.

The Authority recognizes that Major Consumer Shows have significant value, both to the Authority and the community, and is committed to annually offering the Major Consumer Shows to the local business community and general public. However, the Authority also believes that desirable convention and meeting business can be lost unless there is some flexibility in the scheduling of the Major Consumer Shows.

The intent of this Booking Policy related to Exhibit Halls is to assure continued annual presentation of the Major Consumer Shows while providing limited flexibility in scheduling so that convention and meeting business is not unnecessarily lost.

When booking the Exhibit Halls, the Authority shall give consideration to the following factors:

- Time of year;
- Projected revenue to the Authority both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services;
- Total Authority Facility space required;
- Impact in terms of Kent County Lodging Excise Tax and economic activity generated;
- Total number of hotel rooms required;
- Potential for repeat booking; and
- Previous history and experience of the potential user with respect to use of Authority Facilities and other similar facilities.

The booking policy for the Exhibit Halls is as follows:

### 1. <u>Cooperation</u>.

(a) Every potential conflict will require cooperation between conflicting interests. The Authority will require all parties to accommodate the needs of other events to the overall benefit of the Authority.

(b) Authority Facilities users will use best efforts to assure that movein and move-out time is no more than is reasonably necessary. The
General Manager will have the right, in its sole discretion, to
reduce the move-in and move-out times of each Major Event or
Major Consumer Show by up to a total of 24 hours to
accommodate the booking of another Major Event or Major
Consumer Show.

### 2. Beyond Eighteen Months.

- (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
- (b) The producer of each Major Consumer Show may place a Window Hold on a period within the first quarter of each calendar year that includes specific dates the producer considers "ideal" for such Major Consumer Show (the "Ideal Period") and two connected weeks (which might be, at the producer's option, the week before and after the Ideal Period or two weeks either before or after the Ideal Period).
- (c) Until paragraph 3 below applies, the Authority may, if the General Manager deems necessary, move a Major Consumer Show from the Ideal Period to another week within its Window Hold in order to book a conflicting Major Event. In exercising its discretion, the General Manager will act in the best interest of the Authority and consider the value of such Major Event but will also consider the effect any such move would have on the Major Consumer Show, its exhibitors and its producer.
- (d) Except as provided above in subparagraphs (b) and (c), the Authority will give First Priority and First Hold to and enter into a Facility Use Agreement with parties booking Major Events for Exhibit Halls.
- (e) Major Consumer Shows may enter into long term contracts (three to five years) with the Authority so long as the contract is consistent with this paragraph 2 and the entire Booking Policy.
- 3. <u>At Eighteen Months.</u> Eighteen months prior to a given date, the General Manager will (in the following order):
  - (a) Provide a binding commitment to the Major Consumer Shows for either the Ideal Period or the alternative dates as determined under subparagraphs 2 (b) and (c) above.

- (b) Give First Priority and First Hold to or enter into Facility Use Agreement with each person with a Tentative Hold for a specific date, in order of priority.
- (c) For any remaining Available Dates: First Priority will be given to Major Events and Major Consumer Shows and Second Priority will be given to conventions and tradeshows, meetings and other events with peak room nights of at least 250 and total room nights of 500 in Kent County.
- 4. Within Eighteen Months. Persons may contract for remaining Available
  Dates at the Exhibit Halls for conventions, tradeshows, meetings and other
  events within eighteen months of the event by executing a Facility Use
  Agreement. If two or more parties attempt to contract for the same
  Available Dates, conventions and tradeshows are the First Priority and
  public events, entertainment, and community and sports activities are the
  Second Priority.
- 5. Verification and Recertification. The Authority will base attendance and room counts on prior history of the event and such counts will be subject to verification by (i) the Authority; or (ii) upon the Authority's request and at the user's expense, a qualified independent surveyor pre-approved by the Authority. In the event that First Priority status is granted, based in part upon the peak room night requirement, the Authority will require recertification of said peak room night requirement from First Priority events annually.
- 6. <u>Challenges</u>. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
  - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

### C. Convention Center - Welsh Auditorium

The booking policy for Welsh Auditorium is as follows:

- 1. <u>Beyond Twelve Months</u>.
  - (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
  - (b) The Authority has determined that with respect to the boat show (a Major Consumer Show) Welsh Auditorium will be treated in the same manner as Exhibit Halls. Accordingly, the General Manager will apply subparagraph B. 2 (b) and (c) of this Booking Policy to use of Welsh Auditorium for the boat show. In any event, the dates the Authority makes Exhibit Halls available for the boat show will be the same dates it makes Welsh Auditorium available for the boat show.
- 2. <u>At Twelve Months</u>. Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow renting 100% of available space will be given First Priority and First Hold to assure such person the held dates. Meetings and other events renting 100% of available space are the Second Priority.
- 3. Within Twelve Months. Persons may contract for Available Dates for conventions, tradeshows and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshows renting 100% of available space is the First Priority and meetings and other events renting 100% of available space are the Second Priority.
- 4. <u>Challenges</u>. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and

- submit the required deposit, the Authority will award the dates to the challenger.
- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

### D. Convention Center -- Meeting Rooms

The booking policy for Meeting Rooms is as follows:

- 1. Beyond Twelve Months.
  - (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
  - (b) The Authority has determined that the Grand Gallery Meeting Rooms will be treated in the same manner as Exhibit Halls.

    Accordingly, the General Manager will apply subparagraph B. 2
    (b) and (c) of this Booking Policy to the use of the Grand Gallery Meeting Rooms. In any event, the dates the Authority makes available to each Major Consumer Show for use of Exhibit Halls will be the same dates it makes Grand Gallery Meeting Rooms available for such Major Consumer Show.
- 2. Twelve Months. Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow using 75% of Meeting Room available space will be given First Priority and asked to provide the Authority with a First Hold to assure such person the held dates. Meetings and other events using 75% of Meeting Room available space are Second Priority.
- 3. <u>Within Twelve Months</u>. Persons may contract for Available Dates for conventions, tradeshows, meetings and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshows are the First Priority and meetings and other events are Second Priority.
- 4. <u>Challenges</u>. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit

equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.

- (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

### E. Van Andel Arena

Van Andel Arena is primarily a sports and entertainment facility. Since its opening, the General Manager has succeeded in developing a coordinated schedule for the use of Van Andel Arena. The Authority authorizes the General Manager to continue to coordinate use of Van Andel Arena. In booking space in Van Andel Arena, the General Manager will consider the following:

- 1. <u>Family Shows</u>. The General Manager will generally grant First Priority status to certain recurring family entertainment events that have multi-year Facility Use Agreements (e.g., Circus, Disney on Ice, and the Ice Capades).
- 2. Sports Teams. The General Manager will generally grant Second Priority status to local professional sports teams (e.g., Continental Basketball Association, International Hockey League and Arena Football League) that have multi-year Facility Use Agreements. Such sports teams have, by contract, first right to dates, except that they must schedule around the family shows described in paragraph E. 1 above.

### 3. Concerts and other Events.

- (a) Following the scheduling of family shows and sports teams' schedules, as provided above, the General Manager will work with reputable promoters to secure touring concerts and other events for remaining Available Dates.
- (b) In order to maximize the use of Van Andel Arena space and to prevent a promoter from blocking out events, the General Manager will place on the Event Calendar a Tentative Hold for any

Available Date in a promoter's name. Every Tentative Hold is subject to challenge (see paragraph E. 4 below).

- 4. <u>Challenges</u>. If a Tentative Hold has been placed on a date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the Tentative Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the Tentative Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the Tentative Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding Tentative Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
  - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the Tentative Hold releases the date.

    Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

### VI. Miscellaneous

- 1. <u>General Manager's Discretion</u>. Events and circumstances not specifically covered in this Booking Policy may be subject to special conditions as deemed appropriate by the General Manager or Authority.
- 2. <u>Effective Date</u>. This Booking Policy will apply:
  - (a) immediately to the booking of space within DeVos Hall and the Van Andel Arena;
  - (b) on a phased-in basis between 2001 and 2002, as existing Facility
    Use Agreements allow, for booking of space currently existing in
    the Convention Center (except that the provisions related to Welsh
    Auditorium will apply for bookings of space after its renovation is
    completed); and
  - (c) immediately to the booking of space within the renovated and expanded Convention Center for periods after completion of said renovation and expansion.
- 3. <u>Nature of Obligation</u>. This Booking Policy is not intended to obligate the Authority and does not confer legal rights to any party. Specific dates for

Authority Facilities space are not certain until the Authority executes a Facility Use Agreement and the Authority has granted a binding commitment for such dates.

- 4. <u>Notice</u>. Notice to the Authority shall be valid if made in writing to the Chairperson, the Secretary or the General Manager.
- Review and Amendment. The Authority Board of Directors will review and approve (with or without amendment) this Booking Policy one year following its adoption and every 3 years thereafter. All amendments to this Booking Policy must be approved by resolution of the Authority Board of Directors. Notice of any meeting at which the Board of Directors will consider amending this Booking Policy will be sent to all parties to Facility Use Agreements and persons with Tentative Holds, First Holds or Window Holds on the use of Authority Facility space.
- 6. Protection Clause. The Facility Use Agreement for each Major Consumer Show will include a protection clause, whereby the Authority will agree not to rent, within 90 days of the beginning or end or such Major Consumer Show, Authority Facility space to any event that directly competes with the Major Consumer Show. An event will be deemed to directly compete with a Major Consumer Show if it has thirty percent or more of the exhibitors from the Major Consumer Show. However, a show that is open to the public will never be deemed to directly compete with a show open only to trade. The determination of whether or not an event directly competes is solely within the discretion of the General Manager.

# APPEAL OF THE CALVIN COLLEGE ORATORIO SOCIETY FROM THE DECISION OF THE OPERATIONS COMMITTEE OF THE CONVENTION/ARENA AUTHORITY

### Subject of the Appeal

This is an appeal from the December 18, 2002, decision of the CAA Operations Committee to deny the Oratorio Society access to DeVos Hall for a weekend date in early December. You, as the CAA Board of Directors, have the authority and responsibility to overturn the decision of the CAA Operations Committee. While the Committee believed that its hands were tied by the existing policy, yours are not. If you allow the Committee's decision to stand, you will, without any regard for tradition, reasonableness or fairness, end the 70-year tradition of Oratorio Society Messiah performances at the downtown site on a weekend during the first half of December.

### The Request of the Oratorio Society

The Oratorio Society urges that either:

- a. The booking policy for DeVos Hall (which is virtually the same as it was under City management) should continue to be interpreted as it has been since 1996 with inherent qualifications for reasonableness and fairness which would allow the continuation of the traditional Oratorio Society performances of *Messiah* on a Thursday/Friday sequence during the first half of December as arranged by the City in 1996; or
- b. If the booking policy for DeVos Hall as currently interpreted does not permit the performances of *Messiah* to continue as arranged by the City in 1996, then the booking policy should be changed to provide for such performances.

### **Background**

The Oratorio Society is the oldest and largest performing organization in Grand Rapids. It is in its 83rd year and has 280 participants from the community. It is an organization dedicated exclusively to the performance of Oratorios - this is its sole purpose. The Society has a 70-year history of performance at the Grand Center site, as the *Messiah* concerts began there in 1933 and have occurred every year since. These performances predate the Grand Rapids Symphony's performances there by several years and those of Opera Grand Rapids, the Grand Rapids Ballet Company, and the Broadway Theatre Guild by many years.

For many decades, the Society had four performances downtown each year; the *Messiah* on Friday and Saturday during the first half of December and its spring oratorio on two successive weekend evenings in March or April. In 1995 the Society gave up its spring dates to accommodate the Broadway Theatre Guild. The Society has been a reliable tenant of the Welsh Auditorium and DeVos Hall in good times and bad times.

In 1996 SMG notified the Oratorio Society that it could not have any weekend dates in December in future years. During the fall of that year a number of meetings and discussions were held to negotiate a viable alternative arrangement. The meetings were chaired by the City

Manager, attended by representatives of the Society, representatives of the Ballet, officers of SMG and a representative of the U.S. Congressman for the 3rd District. A change in the ordinance governing booking priorities was contemplated, but since a satisfactory agreement was reached, the City did not consider it necessary to amend the written booking policy. In these negotiations, the Society gave up its traditional Friday/Saturday schedule in the first half of December to accommodate the Ballet, in exchange for a Thursday/Friday schedule going forward. This was not, obviously, ideal for the Society in terms of practices and performances nor for audience size and has negatively impacted the Society's finances. Nonetheless, the Society agreed to the change in the spirit of cooperative sharing of a community asset.

In the spring of 2002, SMG informed the Oratorio Society that, despite its signed contract for the use of DeVos Hall for the *Messiah* on Thursday and Friday, December 12th and 13th, the Ballet would be using the facilities on Friday evening the 13th. The Society maintained that this would violate the agreement negotiated in 1996, disregard its signed contract, interfere with the already signed contracts of the soloists, and disrupt student participation. The Society also argued that such a change would be unreasonable and unfair and would threaten its economic viability. For the Ballet to add an eighth weekend performance of Nutcracker in December at the expense of the one weekend performance that the Society has left would not be a reasonable or fair use of a facility that is intended for broad community usage, nor would it be reasonable or fair treatment of the oldest and largest performing organization in Grand Rapids.

The Oratorio Society's contract for 2002 was eventually honored, but SMG informed the Society that it could not have any weekend dates in the future and that after 2003, even weekday dates were uncertain. The Society asked the Operations Committee of the Convention Arena Authority to grant it, for the foreseeable future, the Thursday/Friday performance schedule that the City had arranged in 1996. At its meeting on December 18, 2002, the Operations Committee heard the Society's request, denied it and held that the Ballet and the Symphony have the unrestricted right to book DeVos Hall for any and all the dates.

### **DeVos Hall as a Community Asset**

The wonderful performance venue of DeVos Hall was intended to be and has always been used for a wide offering of events for West Michigan audiences. It was clearly intended for use by a variety of community organizations. For example, the DeVos family considered the Oratorio Society's performance of *Messiah* to be one of the specific regular events for which the hall they helped to finance would be used.

A priority for booking by the "arts groups" should not be interpreted to mean that these organizations can take any and all dates at their pleasure, with no regard for tradition, reasonableness or fairness. This was recognized by the City Manager and other public figures in 1996 when they were prepared to work for a change in the city ordinance which established the booking policy to preserve the tradition of *Messiah* at DeVos Hall in December. They did not pursue the ordinance change because the policy was interpreted to include reasonableness and fairness requirements which permitted the continuation of a tradition that had spanned much of the century.

### The Importance of the Oratorio Society's 70-Year Downtown Messiah Tradition

The Oratorio Society's annual performance of *Messiah* has frequently been described as a, "great gift to the community," most recently in the Grand Rapids Press in December, 2002, ("One of the freshest [performances] I've yet heard.") and even in the letter of December 18, 2002, from the Operations Committee. In fact, the Society is the only regular religious user of DeVos Hall and provides the only annual downtown celebration of a Christmas classic for the community. The performances have become inseparable from the Christmas season for many, and they demonstrate the important partnership role that a local educational institution can play in the community. One poignant response to the Operations Committee's vote to end the 70-year downtown *Messiah* tradition was, "What, no room in the hall for the *Messiah* at Christmas?"

The prestige and central location of the DeVos Hall venue are essential for the continuation of the Society's *Messiah* tradition. The 280 community members who participate in fourteen rehearsals, the soloists from all over North America, and the nearly 4,000 audience members who attend each year deserve the best venue the city has to offer. The request for one Thursday/Friday performance sequence each December to continue this tradition is eminently reasonable, and a policy that cannot accommodate this tradition is a bad policy.

### The Economic Viability of the Oratorio Society is at Stake

An Operations Committee member asked if there are alternative venues for the performance of *Messiah*. None of the other venues that are appropriate for oratorios is practical because none of them can accommodate 4,000 guests in two evenings. Even with the two evening performance sequence, the Society's members spend four evenings and the soloists spend three evenings in rehearsals and performances that week.

Messiah ticket sales generate 80% of the Society's income, and the sale of at least 3,700 tickets is essential for the economic viability of the Society. This would require four performances in any of the other venues plus at least a day to build risers and another evening for a dress rehearsal. In any event, the other venues are not available for riser construction, rehearsal and four performances in the first half of December, as they are already heavily used at that time of year.

The Ballet staff has argued that their organization's economic viability requires them to add an eighth weekend performance of Nutcracker in December. It is difficult to accept this argument on its face, and even more difficult when it is known that some of the current performances of Nutcracker are to audiences of less than half the capacity of DeVos Hall.

### **Conclusion**

The Oratorio Society's 70-year downtown *Messiah* tradition should be preserved as a unique and significant part of the community's annual musical offerings. The Society has the flexibility of using any Thursday/Friday sequence in the first half of December. DeVos Hall is a community

asset intended for broad community use. The booking policy should be interpreted to accommodate the *Messiah* performance or it should be changed to ensure that the downtown *Messiah* tradition continues.

# Some Questions That May Arise And Answers Which Demonstrate That This Appeal Should Be Sustained

- Q: Are there not alternative venues for the performance of *Messiah*?
- A: None of the other venues that are appropriate for oratorios is practical because none of them can accommodate 3,700 to 4,000 guests in two evenings. Even with the two evening performance sequence, the Society's members spend four evenings and the soloists spend three evenings in rehearsals and performances that week. Smaller venues would require six evenings for riser construction, rehearsal, and four performances, and no suitable venues are available for such a period during the first half of December.
- Q: If the CAA accommodates the *Messiah*, would it not also need to accommodate many other one- or two-night presentations, which could undermine the ability to continue the Ballet, Symphony and Theatre Guild series?
- A: There is only one Oratorio Society's Messiah. No other such organization entered into an agreement with the manager of the facility (then the City) for annual use of the facility on this basis. No other organization has the Messiah's 70-year history at the site nor its value to the community.
- Q: Could not the *Messiah* be held on a Tuesday and Wednesday night?
- A: Not successfully. Ticket sales for Tuesday and Wednesday evenings would be far below sales on weekend evenings. Such weekday sales would be far below the number of those who want to attend if a weekend date(s) is available and far below the level needed to keep the Society economically viable. Even Thursday evening sales are far below those the Oratorio Society experiences for weekend evenings. The Ballet declines to hold weekday performances for similar reasons.

Respectfully submitted on behalf of the

Calvin College Oratorio Society,

Gaylen J. Byker

President

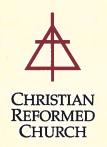
GJB/sjc

### RECOMMENDED REVISIONS TO THE BOOKING POLICY FOR DEVOS HALL

For many years, the Arts Groups have successfully cooperated in developing a coordinated schedule for the use of DeVos Hall. Except as provided below with respect to the Calvin College Oratorio Society, the Authority authorizes the Grand Rapids Symphony, Grand Rapids Ballet and Opera Grand Rapids to continue to coordinate use of DeVos Hall among them, with the assistance of and notice to the Authority. These organizations will then work with the Broadway Theater Guild and then other performing arts groups to accommodate their respective schedules. Arts Groups consisting primarily of local artists will continue to be given the first opportunity to develop a full season before these Arts Groups not consisting primarily of local artists.

The First Priority for use of DeVos Hall is Arts Groups consisting primarily of local artists. The Second Priority for DeVos Hall is Arts Groups not consisting primarily of local artists. The Third Priority for DeVos Hall is entertainment events.

Consistent with the First Priority and in recognition of its 70-year history of continuous performances of *Messiah* at DeVos Hall (and its predecessor), the Calvin College Oratorio Society will be given the right to schedule a Thursday/Friday sequence between December 1<sup>st</sup> and December 15<sup>th</sup> each year.



February 7, 2003

Board of Directors Grand Rapids-Kent County Convention/Arena Authority Van Andel Arena 130 Fulton West Grand Rapids, MI 49503

### Dear Board Members:

President Gaylen Byker of Calvin College has informed me of the decision made by the CAA Operations Committee to deny the use of De Vos Hall for the Calvin College Oratorio Society in future years. I appeal to you to overrule and/or reverse that decision so that a seventy- (70) year tradition of this communal event can be continued downtown.

De Vos Hall is the community gathering place that is associated with many fine events of all kinds. As a community asset its use must be shared among many different organizations, and if possible, to the exclusion of none. The *Messiah* performance deserves special recognition and ought not to be evicted from its long-standing booking at De Vos to make additional performance nights available to another organization. Not only does that seem eminently unfair but also disenfranchises the citizenry that have come to rely on the annual performance of Handel's *Messiah*. I want to appeal to your sense of community spirit so that this long-standing tradition may continue without interruption. I urge you to honor this request.

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Cordially,

Dr. Peter Borgdorff

**Executive Director of Ministries** 

Christian Reformed Church in North America

2850 Kalamazoo Avenue SE Grand Rapids MI 49560 Voice: 616-241-1691 Fax: 616-224-5895

3475 Mainway PO Box 5070 STN LCD I Burlington ON L7R 3Y8 Voice: 905-336-2920 Fax: 905-336-8344

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February 17, 2002

Board of Directors Grand Rapids-Kent County Convention Arena Authority Van Andel Arena 130 Fulton West Grand Rapids, MI 49503

In Re: Calvin College Oratorio Society's Messiah at DeVos Hall.

Dear Convention/Arena Authority Board Members,

We have been carefully monitoring the dialogue between the Authority Board and the representatives of Calvin College in regards to the use of DeVos Hall for the continuation of the College's historic presentations of Handel's *Messiah*.

We are puzzled, disturbed and alarmed at the steady erosion of consideration and respect shown to the College in this matter. And this erosion affects not only the college but also thousands of loyal supporters of the College in the West Michigan area.

### How can this be?

- 1. In gifting the city with the Hall, the DeVos family intended it as a resource for the entire community. Restricting its use to a few favored organizations is hardly in keeping with that original intent.
- 2. We are all aware that the Calvin College Oratorio Society is the oldest and largest performing organization in Grand Rapids. Few communities can boast of an organization with over eighty years of enthusiastic support and reviews. Where is that recognition by the Authority Board?
- 3. The College certainly has been reasonable and fair in its approach to this issue. At great financial cost to itself and to the disappointment of thousands of its adherents the College gave up its very traditional Saturday evening performances in exchange for future Thursday and Friday performances. What is fair about rescinding your part of that decision at the present time?
- 4. In terms of the meaning of the Christmas season, does this action put you on record as saying that <u>one more</u> performance of "The Nutcracker Suite" is of

greater significance than <u>any</u> of *The Messiah*? Western Michigan has a strong, historic Christian presence and does that, plus over eighty years of performances of a great Christmas classic, carry no weight at all?

We are urging you to reverse the decision of December 2002, by the Operations Committee. This can be done by either interpreting the present booking policy in the spirit of the agreement of 1996—when it was not deemed necessary to amend the written booking policy—or by modifying the booking policy to make it possible for *The Messiah* to continue to thrill many thousands in the future as it has to the present.

We are ending on a personal note. We both sang in *The Messiah* many years ago as students of the College. Our children did as well when they attended. We fully expect our grandchildren will be able to experience the same. Elsa's late husband, Edgar, always made a special notation in his very full schedule so that he would be able to attend a *Messiah* presentation annually. We are representative of thousands of families in the West Michigan area for whom participating in and/or experiencing the majesty of this historic presentation is a most meaningful part of our year. It grieves us that whenever financial support is needed for various City projects our participation is requested, yet in this matter of such importance to us and to so many, a decision is apt to be made as if we didn't exist.

Sincerely,

Rensselaer O. And Elsa Prince Broekhuizen

R.O. Brockhungen

January 10, 2003

Honorable John H. Logie Chairman Grand Rapids-Kent County Convention-Arena Authority 130 West Fulton Street Grand Rapids, Michigan 49503

Dear Mayor Logie:

This letter summarizes the position of the Grand Rapids Ballet Company regarding the request by Calvin College to change the booking policy for Devos Hall.

- As we understand it, the booking policy specifically identified the four frequent user arts organizations in response to community donor concerns that these four institutions may not have the necessary access to performance space. Changing the booking policy would disregard these donor concerns.
- The four arts organizations' missions primarily are concerned with performing. While we recognize that Calvin College's Oratorio Society may have a performance related mission, the Society is a small component of Calvin College. The College's mission is education. Even if the Oratorio Society had no ability to perform, Calvin would still be able to fulfill its education mission. If any of the arts organizations could not perform, they would cease to exist. We further maintain that not changing the booking policy would not cause the Oratorio Society to cease performing. The Society may, however, need to consider a change in timing or venue.
- By definition, the frequent users are just that frequent users. Collectively, we use Devos Hall a majority of the year. Calvin College's request for one weekend does not fit the definition of a frequent user.
- While the booking policy may not be perfect, at the moment, the four frequent users do work together in a cooperative spirit to achieve some balance in the schedule. The addition of another user could jeopardize this relationship. Additionally, changing the booking policy to accommodate this request may result in countless other requests for single date users to become frequent user designees.

## **GRAND RAPIDS SYMPHONY**

David Lockington, Music Director -

February 11, 2003

Honorable John H. Logie Chairman Grand Rapids – Kent County Convention Arena Authority 130 West Fulton Street Grand Rapids, MI 49503

### Dear Mayor Logie:

This letter is intended to outline the Grand Rapids Symphony's position on the issue of the challenge of the current booking policy by Calvin College for the use of DeVos Performance Hall.

The Grand Rapids Symphony strongly recommends that the current booking policy remain in force without any changes. To change the current policy in order to accommodate Calvin College would, in our opinion, open the booking policy to challenge by at the very least any other organization of higher learning that wishes to begin a musical tradition.

It is additionally unreasonable for Calvin College to insist on specific performance nights when even the current frequent users do not have such an accommodation. The current users regularly rotate schedules and seasons to share the "best" dates in an effort of equity and fairness.

The current booking policy clearly recognizes the need for our performing arts organizations to have the best possible available dates so that we are able to present our offerings to the public. Any reduction of this commitment will undoubtedly have a negative financial impact on any of the four frequent users.

Based on the undisputable fact that the frequent users rely on performance income to sustain and operate their respective organizations, the allowance for an educational institution to impact our performing arts organizations in a negative manner by insisting on certain performing dates is contrary to standard booking policies throughout the country.

Calvin College has a wonderful tradition with *Messiah*. Their audiences are devoted and reliable in supporting this tradition. I wish that we had such a devoted core audience! As such, Calvin College should not be deterred from counting on that core group of supporters to attend on any night of the week.

This situation will only become more difficult as each of the four frequent users' organizations continue to grow with more offerings in response to public demand. It would be a terrible decision for the CAA to restrict the growth of the Grand Rapids Symphony, Opera Grand Rapids, Grand Rapids Ballet and Broadway Theater Guild by in effect curtailing their use of DeVos Performance Hall with a change to the current booking policy.

It is also important to point out that we have the support of SMG with regard to this issue. I believe that their international experience and recommendation as the CAA's facilities manager to make no changes to the booking policy is a recommendation that cannot be ignored.

Thank you for your thoughtful consideration, Mr. Mayor.

Sincerely,

William A. Ryberg President and CEO



February 12, 2003

Honorable John H. Logie Chairman Grand Rapids – Kent County Convention and Arena Authority 130 West Fulton Street Grand Rapids, Michigan 49503



Dear Mayor Logie,

161 Ottawa NW Suite 204 Grand Rapids Michigan een 49503

I am writing, on behalf of Opera Grand Rapids, to communicate the reaction of the Opera's board and staff to the change in the booking policy for DeVos Hall that has been 49503 proposed by Calvin College.

(616) 451-2741 (616) 451-4587 fax www.operagr.com

Opera Grand Rapids strongly recommends that the existing policy be kept in place without alteration or exception. To modify the policy, as requested by Calvin College, would create a number of significant difficulties for the professional performing arts groups that use the theater most frequently.

First, allowing Calvin College to book specific performance dates without reference to the needs of other groups would be to treat the college in a preferential way and to give it an advantage that none of the frequent users currently enjoy. Under the existing policy, the frequent users must work collaboratively to sort out bookings for the year and to ensure that each organization gets its fair share of preferred dates.

Next, the current policy was set up to give local professional arts organizations the chance to plan and book their seasons well in advance. Giving Calvin College preference for specific dates in December would create a rippling impact on the booking needs of all four frequent users. It would also needlessly make the process of sorting out each season much more difficult and complicated.

In addition, given the differences in their nature and use of the theater, it seems unjust to place Calvin College's booking needs on a par with those of the frequent users. The frequent users are four of the region's leading professional performing arts companies, which depend on ticket sale revenue to balance their budgets. They, collectively, book DeVos Performance Hall for more than 150 days per year. The Oratorio Society is an organization adjunct to an institution of higher learning, with access to support, resources and facilities that are unavailable to the frequent users. It books the Hall for two days per year. By any reasonable definition, Calvin College is not a frequent user.

Finally, there does not appear to be any substantive reason to change the booking policy. The policy has worked successfully for the Hall, and for the frequent users, for many years. To modify or make an exception to it, over the objections of the management of the theater and of the frequent users, would set a precedent that would be both disturbing and dangerous.

Calvin College Oratorio Society's annual presentation of *The Messiah* is a fine tradition. That tradition can easily be maintained without changing the theater's booking policy.

For all of the reasons discussed above, the staff and board of Opera Grand Rapids ask that the Convention and Arena Authority maintain the existing booking policy for DeVos Performance Hall, without modification or exception. We sincerely hope that the Board will see the merits of this position and agree to do so.

Thank you very much for your careful consideration.

Sincerest regards,

OPERA

GRAND

RAPIDS

John Peter Jeffries
Executive Director

161 Ottawa NW Suite 204 Grand Rapids Michigan 49503

(616) 451-2741 (616) 451-4587 fax www.operagr.com







### Memorandum

To:

**CAA Board Members** 

From:

Susan Waddell

Date:

February 20, 2003

Re:

Concurrence with City of Grand Rapids Resolution Regarding EPA STAG Grant in Connection with Reconstruction of Monroe Avenue

Convention

Arena

Authority

John Logie,
Chairman
Lew Chamberlin
Clif Charles
David Frey
Steven Heacock
Birgit Klohs
Joseph Tomaselli

In fiscal year 2001, Congressman Vern Ehlers secured EPA STAG grant funds in the amount of \$8,497,864 for the City of Grand Rapids in connection with the reconstruction of Monroe Avenue project. The CAA's estimated share for the project was \$9,964,277.

On January 14, 2003, the Grand Rapids City Commission adopted a resolution agreeing to make available an estimated amount up to \$7,075,384 in EPA STAG grant funds as a credit against the CAA's total estimated obligation of \$9,964,277. The actual amount of the credit is dependent on (i) the receipt of STAG grant funds by the City and (ii) the final determination of STAG grant eligible project costs by EPA.

The resolution authorizes reimbursement to the CAA an amount not to exceed the CAA's overpayment of funds based on the project budget. Said reimbursement by the City is contingent upon concurrence by the CAA to pay back to the City any portion of such reimbursed amount which may be determined by EPA not to be STAG grant eligible costs. A copy of the resolution is enclosed, along with correspondence from Eric DeLong to Dale Sommers.

The CAA Building Committee addressed this issue at its January 19, 2003, meeting and recommends concurrence with Resolution 70789 of the Grand Rapids City Commission dated January 14, 2003.

Action Requested: Concurrence with Resolution 70789 of the Grand Rapids City Commission dated January 14, 2003.



Van Andel Arena 130 Fulton West Grand Rapids, MI 49503 616.742.6600 Fax 616.742.6197



Grand Center 245 Monroe Ave. NW Grand Rapids, MI 49503 616.742.6600 Fax 616.742.6590



# GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY

RESOLUTION APPROVING REPAYMENT TO THE CITY OF GRAND RAPIDS (CITY) ANY PORTION OF REIMBURSED AMOUNTS WHICH MAY BE DETERMINED BY THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) NOT TO BE STATE AND TRIBAL ASSISTANCE GRANT (STAG) GRANT ELIGIBLE COSTS FOR THE MONROE AVENUE RECONSTRUCTION PROJECT

Boardmember	, supported by Boardmember	,
moved the adoption of the following r	resolution:	

WHEREAS, on June 27, 2000 the City awarded a contract to Diversco Construction Company in connection with the Reconstruction of Monroe Avenue and approved a project budget in connection therewith an amount not to exceed \$15,081,074; and

WHEREAS, on October 31, 2000 and April 24, 2001, the City approved additional authorizations in connection with an increased scope of work for the project, resulting in total expenditures to an amount not to exceed \$16,530,594; and

WHEREAS, at the time of original contract award, the Grand Rapids – Kent County Convention/Arena Authority's (CAA) estimated share of costs for the aforesaid project was \$9,964,277, of which it was anticipated an estimated amount of \$1,425,000 would be credited to the CAA from the EPA STAG funds; and

WHEREAS, Congressman Vern Ehlers, with the assistance of other members of the Michigan Congressional delegation, secured additional STAG grant funds in FY01 in the amount of \$8,497,864 for the City (recipient of STAG grant funds) in connection with the aforesaid project; and

WHEREAS, on January 14, 2003, the City determined that the CAA should be reimbursed up to \$7,075,384 of said STAG grant funds, based on current EPA appropriation

legislation which specifies the reimbursement rate and a preliminary determination of STAG grant eligible costs for the aforesaid project, contingent upon repayment of such monies, by the CAA, if certain cost items are later determined by the EPA to not be STAG grant eligible costs; therefore,

### **RESOLVED:**

- 1. The CAA hereby agrees to repay the City for any portion of grant funding credit that is, in the final audit, determined to be for items not eligible for inclusion under grant guidelines.
- 2. That all resolutions or parts of resolutions in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.

YEAS:	Boardmembers		
		36.6	6
NAYS:	Boardmembers		y 200
ABSTAIN:	Boardmembers		
ABSENT:	Boardmembers		
RESOLUTI	ON DECLARED ADOPTED.		
Dated: Febru	ary 26, 2003	Susan M. Waddell Administrative Manager	

### **CERTIFICATION**

I, the undersigned duly qualified and acting Administrative Manager of the Grand Rapids-Kent County Convention/Arena Authority (the CAA), to hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on February 26, 2003, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: February 26, 2003	
•	Susan M. Waddell, Administrative Manager





### CITY OF GRAND RAPIDS

January 21, 2003

Mr. Dale Sommers
Owner's Representative
Grand Rapids-Kent County
Convention/Arena Authority
201 Monroe Avenue, NW, Suite 100
Grand Rapids, Michigan 49503

Re:

EPA STAG Grant in connection with the Reconstruction of the Monroe Avenue from Pearl Street to 300 feet north of Trowbridge Street, Pearl Street from Campau Avenue to Monroe Avenue, and Michigan Street from the Grand River to Monroe Avenue (East Side Sanitary Trunk Sewer), including increase in scope of work to Newberry Street

### Dear Dale:

Enclosed please find a certified copy of the resolution adopted by the City Commission on January 14, 2003, agreeing to make available an estimated amount up to \$7,075,384 in EPA STAG grant funds as a credit against the Grand Rapids – Kent County Convention/Arena Authority's (CAA) total estimated obligation of \$9,964,277 for the above-captioned project.

The actual amount of the credit is, as the resolution indicates, dependent on (i) the receipt of such STAG grant funds by the City and (ii) the final determination of STAG grant eligible project costs by EPA. Also, please note the resolution authorizes reimbursement to the CAA an amount not to exceed the CAA's overpayment of funds based on the project budget, contingent upon concurrence by the CAA to pay back to the City any portion of such reimbursed amount which may finally be determined by EPA not to be STAG grant eligible costs. Finally, the resolution provides that if the reimbursement rate or the STAG grant eligible costs are increased and the City as a result receives STAG grant funds for the project in excess of \$7,075,384, the use of such additional funds will be determined by the City Commission.

If the actual amount of funds received and finally determined by EPA to be eligible for the project is less than \$7,075,384, the amount of the credit against the CAA's obligation for the cost of the project would be reduced and the CAA would need to use other fund sources to make up the difference.

Mr. Dale Sommers Page Two January 21, 2003

It is requested that you please follow through with the CAA to seek its concurrence to pay back to the City any portion of the reimbursed amount which may finally be determined by EPA not to be STAG grant eligible costs, as referenced above.

If you have any questions regarding the issues discussed herein, please contact me. Thank you for your assistance in resolving this matter to the mutual benefit of the City, the County, and the CAA.

6.

Eric R. DeLong Deputy City Manager

ERD/dv

**Enclosure** 

cc: Kurt Kimball

Bill Cole

Jana Wallace

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DATE	EVENT	EC	ROOM	TIME	FUNCTION
Wed, Feb 19	Available				
Thur, Feb 20	Available				
Fri, Feb 21	Griffins vs Cleveland	AH	Arena	10A-12:30P	Team practice
,				5:30 PM	Doors Hockey game
			7	7:30P-10P 4:30 PM	Set-up
	Griffins	JS	Banquet A	5:30P-7:30P	Redemption area
	G ion VIII	MS	Arena	10A-12:30P	Team practice
Sat, Feb 22	Griffins vs Utah	IVIS	Aicha	5:30 PM	Doors
				7:30P-10P	Hockey game
	Stock Building Supply	JS	Banquet All	4:00 PM	Set-up
	Stock Building Supply			6P-7:30P	Banquet
	Rampage	JS	Banquet C	4:00 PM	Set-up
				5P-7P	Post-VIP reception
Sun, Feb 23	Rampage vs Tampa Bay	AH	Arena	2:00 PM	Doors
				3P-5:30P	Football game Set-up
	Kubik	JS	Banquet D	1:00 PM 2P-3P	Birthday party
				ZP-3P	Britiday party
Mon, Feb 24	Available	10	Banquet C/D	5:00 PM	Set-up
Tue, Feb 25	Centerplate	JS	Danquet C/D	6P-9P	TIPS training class
171 1 71 06	Available			01 71	
Wed, Feb 26	Available				
Thur, Feb 27	Rampage vs Carolina	MS	Arena	6:30 PM	Doors
Fri, Feb 28	Rampage vs Caronna	I MIS	7110114	7:30P-10P	Football game
				10P-8A	Scout sleepover on the field
Sat, Mar 1	Griffins vs Rochester	AH	Arena	10A-12:30P	Team practice
But, Iviai 1		}		6:30 PM	Doors
				7:30P-10P	Hockey game
Sun, Mar 2	Griffins vs Rochester	MS	Arena	10A-12:30P	Team practice Doors
		- [		3:00 PM 4P-6:30P	Hockey game
				6:30P-7P	Post-game skate
	111			0.301-71	1 cot game saute
Mon, Mar 3	Available				
Tue, Mar 4	Available	AH	Arena	10A-12:30P	Team practice
Wed, Mar 5	Griffins vs San Antonio	AII	Alelia	6:00 PM	Doors
				7P-9:30P	Hockey game
Thur, Mar 6	Freestyle Motocross	MS	Arena	8:00 AM	Load in
Fri, Mar 7	Freestyle Motocross	MS	Arena	8:00 PM	Performance
Sat, Mar 8	Freestyle Motocross	MS	Arena	2:00 PM	Performance
Jai, Ivial 6	110001710 11101001000			8:00 PM	Performance
Sun, Mar 9	Freestyle Motocross	MS	Arena	8:00 AM	Load-out
Mon, Mar 10					
Tue, Mar 11					
Wed, Mar 12					
Thur, Mar 13		AH	Arena	7:30 PM	Performance
Fri, Mar 14	World's Toughest Rodeo	MS	Arena	7:30 PM	Performance
Sat, Mar 15		MS	Arena	7:30 PM	Performance
Sun, Mar 16		MS	Arena	8:00 AM	Dirt load-out
Mon, Mar 1			1		
Tue, Mar 18					
Wed, Mar 1		MS	Arena	7:30 PM	Performance

Thur, Mar 20	Griffins vs Manitoba	AH	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
Fri, Mar 21	Scorpians/Whitesnake	MS	Arena	7:00 PM	Performance
Sat, Mar 22	Stars on Ice	AH	Arena	7:30 PM	Performance
Sun, Mar 23	Griffins vs Houston	MS	Arena	10A-12:30P 3:00 PM 4P-6:30P	Team practice Doors Hockey game

GRAND CENTER WEEKLY - YEAR 2003

GRSO - 5 <sup>M</sup> GRADE							
COLF SHOW		-	REHEARSAL	8A-5F 7:30P-10:30P	DV,BL/	RIGOLETTO - OPERA	
COLF SHOW	+	ST	WORK CALL	8A-8P	ALL	HOME SHOW	TUES. FEB 25
COLF SHOW		Œ	MOVE N	8A-10A	WA,EH,WH/	GOLF SHOW	
COLF SHOW		JE	MOVE OUT	7:30P-11:30P		NICOLLI I CONTRACTOR OF THE PROPERTY OF THE PR	
CRSO - 5 <sup>TM</sup> GRADE		2	WORK CALL	8A-NOON	DV,BL/	RIGOLETTO - OPERA	MON. FEB 24
COLF SHOW		3 6	MOVEIN	7A-7P	ALL	HOME SHOW	7
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COLF SHOW		<del></del>	REHEARSAL	6:30P-10:30P	DV,BL/	RIGOLETTO - OPERA	SUN. FEB 23
CRESO - 3 <sup>PM</sup> GRADE		TS	MOVE OU	SP-8P			
CRESO - 5 <sup>M</sup> GRADE			SHOW	3P-5P	GH/	AUTO WARES GROUP	
CRESO - 5 <sup>M</sup> GRADE		¥,	MOVEIN	ALL DAY	DOCK #8/		
CREATION   CONTINUE			MOVEIN	8A-10A	DV,BL/ DOCK # 6 & 7/	RIGOLETTO - OPERA	
CRESO - 5 <sup>HI</sup> GRADE		TS	MOVE IN	10A-/P	WA,EH,WH/	GOLF SHOW	SAT. FEB 22
CRESO - 5 <sup>TH</sup> GRADE		늚	WOHS	5P-8P		AUIO WAKES OROOF	
PRINT   PROPRIED   PROPRIATE   PROCESS   PRO		MF	MOV EIN	8A-4P	GH/	a load sage my page and la	
ROOM			PERFORMANCE MOVE OUT	8P-10:30P			
CRSO - 5 <sup>TH</sup> GRADE   DV/   9,40,A-10;40A   PERFORMANCE   ST		31	SOUND CHECK	12:30P-4:30P 6P-7:30P	DV/	THREE MO' TENORS - GRSO	
CRESO - 5 <sup>TH</sup> GRADE   DV/   9,40,A-10,40A   PERFORMANCE   ST		3	CHANGEOVER TO TENORS	12:15P-4:15P			
ROOM   TIME   FUNCTION   EC			MAIN CONCOURSE CLEAR	11:10A-12:10P			
CRESO - 5 <sup>FR</sup> GRADE   DV/   9A   PERFORMANCE   FINCE   ST			PERFORMANCE	9A 9:40A-10:40A	DV/	GRSO – 5 <sup>TH</sup> GRADE	
ROOM		TS	SHOW TO ARRIVE	4P-9P	WA,EH,WIV	GOLF SHOW	FRI. FEB 21
REVENT   ROOM   TIME   FUNCTION   EC		JЕ	MOVE IN	8A-2P	OD OD		
CHANGE   CENTEN   FUNCTION   EC		MF	MOVE IN	8A-5P	Cu/		
FUNCTION   FUNCTION   EC			REHEARSAL CHANGE TO 5 <sup>TH</sup> GRADE	7P-9:30P	DV/	THREE MO' TENORS - GRSO	
ROOM   TIME   FUNCTION   EC		TS	MAIN CONCOCKED OFF	12:30P			
BUSES BEGIN TO ARRIVE   ST			PERFORMANCE PERFORMANCE MAIN CONCOURSE CLEAR	9:40A-10:40A 11:10A-12:10P		GRSO – 5 <sup>TH</sup> GRADE	
ROOM   TIME   FUNCTION   EC		TS	BUSES BEGIN TO ARRIVE	8A-FINISH	WA		THUKS, FED 20
FUNCTION   FUNCTION   EC		J.E	MOVE IN	8A-5P	EH,WH/	GOLE SHOW	200 000
FUNCTION   FUNCTION   EC		ñ	LANDSCAPING PAR 3	MID (TUES)-?	WA/	COLECTON	
CRAND CENTEX   FUNCTION   EC		ñ	PERFORMANCE MAIN CONCOURSE CLEAR	11:10A-12:10P 12:30P			
EVENT   ROOM   TIME   FUNCTION   EC		2	PERFORMANCE	9A 9:40A-10:40A	DV/	GRSO – 5 <sup>TH</sup> GRADE	WED. FEB 19
ROOM   TIME   FUNCTION   EC		3 6	IA CALL	8A-NOON NOON-4P	WA	GOLF SHOW	
CRAIN CENTER   FUNCTION   EC		<b>T</b>	MAIN CONCOURSE CLEAR	12:30P			
EVENT ROOM TIME FUNCTION EC			PERFORMANCE PERFORMANCE	9A 9:40A-10:40A 11:10A-17:10P	DV/	GRSO – 5 <sup>TH</sup> GRADE	TUES. FEB 18
STATE OF THE PROPERTY OF THE P		SI	FUNCTION ARRIVE	1	ROOM	EVENT	DATE
	OPERATIONS/CONSTRUCTION	2	FINCTION	1.	GRAIND CEINT		

# CENTER WEEKLY – YEAR 2003

	İ			ORCH: EETED	GRSO - CLASSICAL VIII	
	ST	OPEN TO UPBEAT	6:45P	OBCH LEVEL/		
		SEMINARS	12:30P-5:30P	WA,EH,WH/		
	N.	MOVE IN	7A-4P 8A-11A	1/3 GH/ 2/3 GH/	MI READING ASSOCIATION	SAT. MARCH 8
	Š.	PERFORMANCE	8P-10:30P	DV/		
	ST	OPEN TO UPBEAT UPBEAT	6:45P 7P-7:30P	ORCH. LEVEL/	GRSO – CLASSICAL VIII	
	3	REGISTRATION	8A-5P 5P-9P	1/3 GH/	MI READING ASSOCIATION	FRI. MARCH 7
	2	OPEN REHEARSAL (600)	4P-7P 7:30P-10P	DV/	GRSO - CLASSICAL VIII	THUR MARCH 6
	21	REHEARSAL	3:30P-6P 7:30P-10P	DV/	GRSO – CLASSICAL VIII	
	21	MOVE OUT	4P-7P 7P-9P			
	IATL	EXHIBITS	7A-11A 11:30A-1:30P	2/3 GH/	MI ASSOCIATION OF INSURANCE AGENTS	WED. MARCH 5
	ME .	REHEARSAL	7:30P-10P	DV/	GRSO - CLASSICAL VIII	
	ZT Z	MOVEIN	2P-SP	2/3 GH/	MI ASSOCIATION OF INSURANCE AGENTS	TUES. MARCH 4
	ME	MOVEOUT	10P-MID			
		DOORS OPEN PERFORMANCE	7:30P 8P-10P	DV/		
		DINNER ARRIVES	4P-11P	KR/		
		REHEARSAL ON STAGE	4:30P-6:30P			
		INSTRUMENTS ARRIVES CONTINUE MOVE IN	1P 1P	DV/	HOPE COLLEGE	
	ST	IA MOVE IN	8A NOON	ALL	HOME SHOW	MON. MARCH 3
	H	MOVEOUT				
	SI	PERFORMANCE		DV/	GRSO – YOUTH SYMPHONY	
	H	SHOW	11A-6P	ALL	HOME SHOW	SUN. MARCH 2
		MOVE OUT	7:30P-10P 10P-2A	DV,BL/		
		PRE OPERA LECTURE DOORS TO SEATING	6:30P-7P 7P	1	KIGOLETTO - OF EXX	
	TS	DOORS TO ORCHESTRA	6:15P	ORCH I EVEI /	HOME SHOW	SAT. MARCH 1
	Ħ	SHOW	7:30P-10P			
		DOORS TO SEATING	7P	DV,BL/		
	ST	DOORS TO ORCH. LEVEL	6:15P	ORCHESTRA LEVEL/	RIGOLETTO - OPERA	
	ř		NOON-9:30P	ALI/	HOME SHOW	FRI. FEB 28
	TST	DARK	DARK	DV/	RIGOLETTO - OPERA	
	j.	SHOW	8A-3P 3P-9:30P	ALL	HOME SHOW	THURS. FEB 27
	<u>.</u>	OPEN REHEARSAL (600)	8A-5P 7:30P-10:30P	DV,BL/	RIGOLETTO - OPERA	
	3 1	MOVE IN	8A-8P	ALL/	HOME SHOW	WED. FEB 26
OFERALIONS/CONSTRUCTION	E	FUNCTION	TIME	ROOM	EVENT	DATE
NOTOLINGUISMONTALICTION	<u>;</u>	- YEAR 2003	CENTER WEEKLY	GRAND CENT		

# GRAND CENTER WEEKLY - YEAR 2003

	t		12-11	WA,EH,WH	SPORT SHOW	
	MF	MOVE IN	7A_7D	W. FILMIL		
	2	MOVE IN REHEARSAL	8A-6P 7P-11P	DV/	THE GIFT OF THE MAGI - BALLET	
	<u>₹</u>	EXHIBITS		GH/ KR,BL/	MI COUNCIL FOR SOCIAL STUDIES	TUES. MARCH 18
	2	REHEARSAL	8A-6P 7P-11P	DV/	THE GIFT OF THE MAGI - BALLET	
	21 Z	EXHIBITS		GH/ KR,BL/	MI COUNCIL FOR SOCIAL STUDIES	MON. MARCH 17
	, F	MOVE OUT	10A-5P 5P-MID	WH/	GRAND RAPIDS SWAP MEET AND BIKE SHOW	
	i 2	PERFORMANCE MOVE OUT	2:30P 3P-5:30P 5:30P-8:30P	DV/	GRSO – POPS	
	F AF	MOVEIN		GH/	MI COUNCIL FOR SOCIAL STUDIES	SUN. MARCH 16
	Ħ	MOVEIN	10A-8P	WH/	GRAND RAPIDS SWAP MEET AND BIKE	
	J.H	MOVE IN MOVE OUT	8A-? 4P-11P 11P	WA/	HOWARD AMWAY CONFERENCE	
	i	SHOW SESSION MOVE OUT	8A-NOON 8A-2:45P NOON-3P	GH/ MR,BL,KR/	MI SCIENCE TEACHERS ASSOC.	
	fi Y	PERFORMANCE	7:30P 8P-10:30P	DV/	GRSO - POPS	SAT. MARCH 15
	'n	MOVEIN	11A-8P	/HW	GRAND RAPIDS SWAP MEET AND BIKE	
	<b>3</b> ii		8A-NOON	BR/	CITY MEETING	
	DO JE	SHOW	8A-5P	GH/ MR,BL,KR/	MI SCIENCE TEACHERS ASSOC.	
	; <u>v</u>	PERFORMANCE	7:30P 8P-10:30P	DV/	GRSO - POPS	FRI. MARCH 14
	JE	MOVE IN	10A-6P 7P-9P	GH/ MR/	MI SCIENCE TEACHERS ASSOC.	
	\$1	MOVE IN REHEARSAL	8A-1P 7P-10P	DV/	GRSO - POPS	THUR. MARCH 13
		PERFORMANCE MOVE OUT	6:30P 7:30P-10P 10P-2A	DV,BC	TORI AMOS	WED. MARCH 12
	TS	MOVEN				TUES. MARCH 11
		EXHIBITS/SEMINARS MOVE OUT	7A-3P 9A-3P 3P-11P	1/3 GH/ 2/3 GH/ WA,EH,WH/ KR,MR,BL/	MI READING ASSOCIATION	MON MARCH 10
	<b>X</b> F 35	EXHIBITS/SEMINARS	7A-4P 8A-5:30P	1/3 GH/ 2/3 GH/ WA,EH,WH/ KR,MR,BL/	MI READING ASSOCIATION	SUN. MARCH 9
		UPBEAT PERFORMANCE LOAD-OUT	7P-7:30P 8P-10:30P 10:30P-12:30A	DV/		
OFENATIONSCONSENSOR	60	FUNCTION	TIME	ROOM	EVENT	DATE
OBER ATIONS/CONSTRUCTION		- YEA	ER WEEKLY	GRAND CENTER WEEKLY		

GRAND CENTER WEEKLY - YEAR 2003

	Ī					
	Į.	SEMINAR	NOON-5P 1P-5P	GH/ KR,MR,BL/	MICHIGAN GROUND WATER	MON. MARCH 31
	ñ	MOVE OUT	5P-8P			
		DOORS TO LOBBY	2P	DV.	THE LIVE LAWRENCE WELK SHOW	
	TS	MOVE	SP-MID	EH,WH/	WOMEN'S SHOW	SUN. MARCH 30
	H 1	WOHS	10A-8P	EH,WH/	WOMEN'S SHOW	
	<del>-</del>	MOVE OUT	9A-3P 3P-7P	WA,GH/ KR,BL,MR/	MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN	SAT. MARCH 29
	i i	SHOW	11A-8P	EH,WH/	WOMEN'S SHOW	
	i i	CONVENTION	9A-6P	WA,GH/ KR,BL,MR/	MI ASSOC. FOR THE EDUCATION OF	FRI. MARCH 28
	i i	SHOW	3P-8P	EH,WH/	WOMEN'S SHOW	
	i i	CONVENTION	8A-11A 11:30A-6:30P	WA,GH/ KR,BL,MR/	MI ASSOC. FOR THE EDUCATION OF	THUR. MARCH 27
	Ħ	MOVE	8A-9F	EH,WH/	WOMEN'S SHOW	
	Ħ	MOVE N	NOCK-dr	WA,GH/	MI ASSOC. FOR THE EDUCATION OF YOUNG CHILDREN	WED. MARCH 26
	늚	MOVEIN	NOON 80			TUES. MARCH 25
			071-01	ALL	SPORT SHOW	MON. MARCH 24
	MF.	MOVEOUT	4:30P-9:30P		THE GIFT OF THE MEASURE DEFENSE.	
	TS	PERFORMANCE	2P-4:30P	DV/	THE CIET OF THE MAGI - BALLET	
	3	SHOW MOVE OUT	10A-6P	ALL	SPORT SHOW	SUN. MARCH 23
	2	PERFORMANCE	7:30P-10P	DV/	THE GIFT OF THE MAGI - BALLET	SAI. MARCHEL
	i i	SHOW	10A-?	ALL	SPORT SHOW	CAT MARCH 22
	:	PERFORMANCE	8A-5P 7:30P-10P	DV/	THE GIFT OF THE MAGI - BALLET	
	ST	SHOW CALL	11A-?	ALL/	SPORT SHOW	FRI. MARCH 21
	<u> </u>	REHEARSAL	8A-0F 7P-11P	DV/	THE GIFT OF THE MAGI - BALLET	
	TP	MOVEIN	SP-?	ALL	SPORT SHOW	THUR. MARCH 20
	XF _	REHEARSAL	7P-11P		THE GIFT OF THE MAGE - BALLET	
	TS	MOVE IN	8A-6P	DV/	SPORT SHOW	WED. MARCH 19
	ΜĦ	MOVEIN	7A-7P	ALI/	E<	DATE
OPERATIONS/CONSTRUCTION	EC	FUNCTION	TIME	MOOR		
NOTATION		- YEAR 2003		GRAND CENTER WEEKLY		

## **Centerplate**

DATE:

February 12, 2003

TO:

All Van Andel Arena Tenants

FROM:

Pat O' Toole, General Manager

RE:

A New Name

We are extremely pleased to share with you exciting news about our company and our name. Effective immediately, Volume Services America is now Centerplate.

The name Volume Services America did not accurately reflect who we are and what we do. Centerplate conveys our strong commitment to the highest level of culinary quality, and it reflects where we do business – in sports, convention and entertainment "centers."

If you have any questions about our new name, we encourage you to contact us at our main office #742-6231.

Sincerely,

Pat O' Toole General Manager



Contact:

Elaine Gosnell 864-597-0142

FOR IMMEDIATE RELEASE

# VOLUME SERVICES AMERICA IS NOW CENTERPLATE

New name conveys core brand identity

NEW ORLEANS, Feb. 11, 2003 – Volume Services America, one of North America's leading providers of food and management services for sports, convention and entertainment centers, announced today it has changed its name to Centerplate.

The announcement was made at the company's annual National Meeting, held this year in New Orleans at the Louisiana Superdome, a Centerplate client venue.

"We are extremely pleased to introduce Centerplate," said Centerplate Chief Executive Officer Lawrence E. Honig. "This new brand reflects our company's strong commitment to the highest culinary quality, as the center of the plate is where chefs place the central element of any dish. Centerplate also conveys the types of venues we serve, as many of them are sports and convention facilities or 'centers' in their communities."

In connection with the launch of its new name, the Company announced that it had established task forces to build and extend its expertise in each of its four lines of business: Catering, Concessions, Management and Merchandise. "We are continually striving to bring our clients, fans and guests the very best experience," said Honig. "In fact, our new name is intended to communicate the new approach we are taking to developing and delivering the highest quality to our clients. We look forward to announcing the innovations in service we develop in each of these lines of business."

Centerplate began its rebranding initiative in mid-2002. The company worked with branding experts and conducted extensive internal and external research as a part of the process. The project includes an array of new sales and marketing tools and communication vehicles that will be launched into the marketplace. The new name rollout into each of the company's approximately 130 accounts is expected to take place over the next several months.

The announcement of the Centerplate name was made by Honig on the first full day of the company's National Meeting. Approximately 400 managers, suppliers and guests are attending the four-day meeting. The meeting includes a tradeshow, featuring more than 150 Centerplate suppliers.

Centerplate is one of the leading providers of catering, concessions, merchandise and facilities management services for some of North America's best known sports, convention, entertainment and recreation venues. Visit the company on-line at <a href="https://www.centerplate.com">www.centerplate.com</a>.



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### FOR IMMEDIATE RELEASE

**CONTACT:** 

Amy LeFebre

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# VAN ANDEL ARENA AWARDED TOP SAFETY AND LOSS PREVENTION HONOR BY SMG WORLD HEADQUARTERS

Grand Rapids, Michigan (February 25, 2003) – SMG, the leading private management company for public assembly facilities worldwide, recently presented the Van Andel Arena with its 2002 Loss Prevention Award, distinguishing the arena among 158 SMG-managed properties as having the lowest worker's compensation losses last year.

The arena is one of only two SMG-managed facilities worldwide to receive this award presented by SMG's loss prevention committee and executive management staff. Also considered when evaluating facilities for the award were safety procedures, patron safety records and overall management of the facility.

"We presented this award in recognition of the Van Andel Arena's stellar loss prevention record," stated Bob Cavalieri, SMG senior vice president. "SMG has a responsibility to excel in matters of safety, and we do. We are proud of all our facilities and are especially proud of those that have achieved such a high comparative rating. It is a strong testament to the systems we have in place at the corporate level as well as to the hard work of our staff in Grand Rapids."

-more-

"We are truly honored to receive this recognition," stated Rich MacKeigan, SMG general manager in charge of the Van Andel Arena. "People in West Michigan appreciate our efforts to bring top quality entertainment to this area, and we have been very fortunate to receive a number of awards acknowledging these efforts. But this award relates directly to our dedication to create the safest environment possible for our guests, employees and visitors. It recognizes the efforts of our local staff, employees and partners. I am proud of our safety committee and the entire team we have in place."

Headquartered in Philadelphia, SMG manages 158 venues in the U.S. and abroad. SMG controls over 1.4 million entertainment seats worldwide and over nine million square feet of exhibit space. SMG has managed the Van Andel Arena since 1996 and the Grand Center since 1994. For additional company information, visit <a href="https://www.smgworld.com">www.smgworld.com</a>.