

Event Policy Guide



CENTURY II
PERFORMING ARTS & CONVENTION CENTER

225 W. Douglas
Wichita, KS 67206
(316) 303-8000
www.century2.com



Century II policies and rates contained in this guide are subject to change without notice. Century II Event Policy Guide has been created to describe policies in conjunction with those in the Event Use License Agreement. Any exceptions or circumstances not covered by the Event Policy Guide is subject to interpretation and approval by the Event Manager and Century II General Management Team. This guide supersedes any policies and procedures prior to this date.

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1. ACCESSIBILITY

Century II recognizes the needs of guests with disabilities as defined by the American Disabilities Act (ADA) of 1990. Century II continues to make every effort to comply with state and federal accessibility regulations and accommodate guests with disabilities. For accessibility inquiries and assistance, please contact our office at (316) 303-8000.

- **SERVICE ANIMALS:** Service animals are permitted.
- **ACCESSIBLE SEATING:** Accessible seats are available in all price level sections for events ticketed through Select-A-Seat. Companion seat tickets may be purchased with each wheelchair accessible ticket. Please be sure to indicate when purchasing tickets if you are in need of accessible seating. Tickets can be purchased at the Box Office or online at www.SelectASeat.com.

2. ANIMALS

Service animals are permitted and must remain on a leash or in a harness at all times. Non-service animals are not permitted in Century II at any time except with prior approval from your Event Manager for specific displays, exhibits, or performances. The event organizer/promoter will be assessed a fee for any additional clean-up or damage to Century II caused by an animal.

3. BACKSTAGE REGULATIONS AND PREFERRED AUDIO VISUAL SERVICES

See Appendix A for details.

4. BANNERS, WINDOW CLINGS AND OTHER PROMOTIONAL MATERIALS

See Appendix B for details.

5. CLEAN-UP FEES

If extraordinary or unusual janitorial services are required at the conclusion of an event, as determined by the Event Manager or designee, an additional fee may be charged to the Post Event Invoice. The promoter will be assessed a fee for clean-up if prohibited and/or restricted products are used within Century II. Additionally, the use of confetti, streamers, glitter, and similar decorations requires prior approval from your Event Manager. A \$500 clean-up fee will be required for use, level of labor required for clean-up can increase this fee.

6. CONCERTS

Prior to contracting a performance or concert at Century II, the promoter must provide a technical rider to Century II staff. The facility has lighting and sound equipment; however, it may need to be supplemented, at the expense of the promoter, for certain types of events. IATSE stage labor, Ticket sellers, ticket takers and ushers will be required, as well as security. Standing is not permitted in the aisles and walkways during performances held at Century II.



7. DAMAGES

You are responsible for any damages caused by your event staff, contractors, exhibitors, or attendees exceeding reasonable wear and tear. We understand that it is difficult to oversee everything that happens while your event is on site; the following suggestions may help you to minimize your risks:

- Make sure your contractors, exhibitors, presenters, staff, and others working to ensure the success of your event know the policies and procedures apply to them.
- Inform your general service contractor that you will hold them responsible for any damages they cause while loading in and out or during your event.

8. PREFERRED DECORATING SERVICES

Henry Helgerson Company is the preferred decorating company at Century II and can be contacted by calling (316) 943-1851. All decorations, including carpeting, should be provided by, and installed by the decorating company. Should you choose to use an alternate decorating company, a buy-out fee of \$1,000 will be assessed. The installation of anything attached to walls or ceilings shall be coordinated with your Event Manager.

9. DRESSING ROOMS

Concert Hall and Convention Hall share dressing room space that includes 11 dressing rooms. Mary Jane Teall Theater has four exclusive dressing rooms. Dressing rooms must be contracted with event space and reflected on the Century II Location Lease Schedule in order to be utilized during your event.

10. ELECTRICAL

Electrical services for event organizers/promoters can be coordinated through your Event Manager. Electrical Services for vendors and/or exhibitors must be coordinated through Exhibitor Services (316) 303-8602. All connections to building electrical must be done by Century II staff.

11. EVENT SET-UP AND MANAGEMENT

At least 14 days before the first day of move-in, event organizers/promoters shall provide a full and detailed outline of all show requirements, including: stage, leased space, equipment requirements and floor plans. All floor plans that do not meet Fire and ADA regulations will be changed accordingly. Additions and changes to the original set-up on move-in or event days, will incur an additional fee of \$250.

12. EQUIPMENT RENTAL

Century II has an extensive list of rentable equipment for your event. Be sure to communicate your event needs with your Event Manager to determine availability and what specialty items may need to be arranged through an outside vendor. All equipment must be ordered at least 14 days prior to the scheduled move in to ensure equipment is available and to avoid late fees. Equipment ordered and not used will be invoiced. Refer to the Equipment Rental Schedule in *Appendix C* for applicable charges.



13. FACILITY RENTAL RATES

See Appendix D for details.

14. FOOD AND BEVERAGE

Bringing outside food and drink into the facility is strictly prohibited. *See Appendix E for details.*

15. FRONT OF HOUSE

All seated events, events that require ticket scanners, and certain other events, shall require Front of House operations. The number of required Front of House Staff will be determined during consultation with the Front of House Manager prior to event. Events in Convention Hall that require use of the loge seating will require a minimum of two additional ushers to run each ADA elevator or lift to take patrons into the seating area. Front of House charges will be deducted from the settlement balance or included in the post event invoice.

16. INTERNET

Internet connections are available for attendees to purchase while onsite. For larger groups, Century II has group internet rates available for purchase in advance. *See Appendix F for details.*

17. KEYS AND BUILDING ACCESS

Century II Event Staff will open designated areas of the facility according to the CII Event Confirmation Sheet. Some events may be assigned temporary keys to specific areas based on availability. This must be approved by a Century II Event Manager in advance. There must be a Client Representative on-site when event space is occupied. Clients cannot be on the premises outside of contracted hours.

18. LEASE AGREEMENT AND LIABILITY INSURANCE

A Century II Lease Agreement must be fully executed and payment made according to the terms outlined prior to clients being admitted on the premises. A public liability and property damage insurance certificate must be on file as determined by the terms of the lease agreement at least 30 days prior to event or event will be subject to cancellation. For questions regarding your lease, please contact the Sales Team at (316) 303-8000 and choose option 3.

19. LICENSES

All theatrical, music, and literary licenses are the responsibility of the event organizer/promoter. Century II staff may request a copy of any license, if applicable.



20. KENNEDY PLAZA

Kennedy Plaza can be utilized for load-in and load-out for events in Exhibition Hall. At times, the plaza is also used to push-thru equipment for Concert Hall events. The use of Kennedy Plaza should be arranged during contracting. All cars must be removed from Kennedy Plaza prior to the opening of Exhibition Hall shows.

21. MARKETING – LED SIGNS AND WEB CALENDAR

Event organizers/promoters have the opportunity to advertise their event on the outdoor LED signs, Century II website calendar, and through the e-mail distribution list. For additional information regarding these services contact Century II Marketing Manager at (316) 303-8000 and choose option 3.

Events using the services of Select-A-Seat will have the opportunity to have their event advertised through Select-A-Seat mailings. For mailing requirements, please contact Select-A-Seat in advance at (316) 303-8100. All agreements must be fully executed in order for Century II to market any event.

22. MERCHANDISE AND NOVELTY SALES

Century II retains all rights for the sale of merchandise and novelty items sold within the facility and facility premises. The following merchandise fees will be applied:

- Twenty percent (20%) of total gross sales of novelties
 - Including, but not limited to, printed programs, souvenirs, T-shirts, etc.
- Ten percent (10%) of total gross sales of recorded items
 - Including, but not limited to, tapes, CDs, DVDs, etc.
- Performances with less than 500 people in attendance, will be subject to a \$500 merchandise buyout fee.

All inquiries for information and/or to arrange for merchandise sales are to be directed to the assigned Century II Event Manager. Unless prior arrangements are made in writing, all merchandise fees due to Century II are to be paid in cash at the conclusion of the final performance or event. Exhibitors and vendors directly related to a convention, trade show, or consumer show are exempt from this policy.

23. PARKING

Century II reserves all parking rights and privileges. ParkMobile® is utilized in the Century II parking lots east of the venue (173 E. English St) and South of the former library (240 W. English) for convenient, contactless payment. The remaining parking lots surrounding the facility are municipal lots. Any vehicles parked in restricted areas (including fire lanes, Kennedy Plaza, and the loading dock area) will be ticketed and/or towed at the owner's expense. The event promoter may purchase surface level parking passes, when available, for event personnel; such parking passes must be displayed to avoid being ticketed. Contact your Century II Event Manager for more information.



24. PROHIBITED ITEMS

The below list includes those items that are not permitted within the facility. Use of the below items without approval from Century II Management may result in additional fees. In rare circumstances, Century II Management may give written approval to allow such items. This list is not all-inclusive, subject to change, and additional items may be banned or restricted by Century II Management, dependent on events.

- Paint and shoe polish
- Tape unless purchased through Century II Staff
- Glitter, confetti, silly-string, stickers, etc.
- Metal-wheeled carts
- Flammable gasses including: hydrogen, oxygen, propane, butane, etc.
- Compressors that are not part of a display or machinery
- Weapons

25. PYROTECHNICS, FIREARMS, COMPRESSED GAS AND OPEN FLAMES

All use of pyrotechnics, open flame, explosive equipment, firearms, compressed gas, flammable gas, candles, liquid propane gas, etc. must be pre-approved by Century II Management.

26. SHIPPING

Century II will only accept small quantities of shipped items (e.g., boxes with promotional materials) for a promoter when arrangements are made in advance with the Century II Event Manager during the contracted event dates. Any items arriving prior to the contracted dates will be assessed a storage fee of \$10 per day per item.

Century II does not receive large shipments or freight for promoters or exhibitors prior to the contracted move-in date. If items are sent to the facility before the contracted move-in date, the Century II Event Manager will contact the designated decorating company for drayage services. In the absence of a designated decorating company, Century II reserves the right to contact a company of its own choosing.

Promoter and exhibitors will not hold Century II responsible for any lost or misplaced shipments or freight.

27. SMOKING

Century II is a non-smoking facility. No smoking of any kind, including vaping, e-cigarettes, or other devices, is allowed inside Century II. There are designated smoking areas available outside of the facility and an area can be provided outside for your event depending on the space you have leased. Please consult with your Event Manager for more information about exterior smoking areas. Exterior doors are not to be propped open at any time. If doors are found propped open, Century II staff will close them without notice.



28. SOUND LEVELS

Due to Century II being a multi-use facility, clients agree to make reasonable efforts to maintain a level of sound that will not be disruptive to other events scheduled in the building. Century II Management will decide if sound levels are reasonable and reserves the right to lower a client's sound level at any time. Clients are not to approach another client at any time regarding sound but should instead notify Century II staff if they believe there is a sound conflict. Clients who are not cooperative may not be eligible for future lease agreements with the facility. Century II will notify all affected parties of potential sound conflicts at the earliest possible time. Performances and events of any kind will take precedence over rehearsals and auditions. Century II is under no obligation to address sound conflicts affecting rehearsals and/or auditions.

29. STAFFING

Century II staff work with many local partners to ensure all clients and guests have a safe and efficient event. Please coordinate all potential staffing needs with your Event Manager no later than ten business days prior to the first leased date on your contract. The following are the staff we can assist with:

- **STAGEHANDS:** All usage of permanent stages in Century II requires the hiring of stagehands from the Local 190 IATSE. For an estimate on stage labor, contact your Event Manager. *See Appendix G for details.*
- **MEDICAL SERVICES:** Emergency Medical Services may be required depending on the nature and attendance of your event. Your Event Manager will consult with you about these details to determine what EMS needs will be required for your event.
- **FIRE WATCH:** All events taking place at Century II must abide by the regulations and rules set by the City of Wichita Fire Marshal to ensure that all event attendees are safe from harm. The City of Wichita Fire Marshal may require a Fire Watch be onsite if your event uses pyrotechnics, open flames, or other potential fire hazards. Fire Watch at your event may be necessary to control and identify fire hazards, detect early signs of unwanted fire, and notify the fire department if an unplanned fire does occur. Notify your Event Manager of these needs no later than ten business days prior to the first load in day of your event to make arrangements and ensure your event meets the requirements set by the City of Wichita Fire Marshal.
- **POLICE:** Century II provides off-duty police professionals who are knowledgeable and reliable for security when needed. Police staff may be required depending on the nature and attendance of your event. Your Event Manager will consult with you about these details to determine what police needs will be required for your event to maintain safety and crowd control in any event where public safety is a concern. The minimum number of officers will be determined by your Century II Event Manager at your event's cost. Police staff can be provided in uniform or plain clothes and will carry a firearm at all times. Please contact your Event Manager for labor rates and requirements regarding police staff for your event.
- **EVENT SECURITY:** Professionally trained crowd managers who can support your event as crowd control, stage security, concert security, bag searchers, and roamers. Your Event Manager will consult with you about these details to determine requirements and security needs for your event



to maintain safety and crowd control in any event where public safety is a concern. The number and schedule of security personnel will be determined by your Event Manager. Please contact your Event Manager for questions regarding labor rates and requirements regarding security personnel for your event.

30. UTILITIES

Promoters must provide vendors/exhibitors with a current Exhibitor Packet and Utilities Order Form. Orders for electric, phones, use of forklift, and sign/banner hanging must be included on the Utilities Order Form. Please contact your Century II Event Manager for more information. *See Appendix H for details.*

31. VENDOR MOVE-IN/OUT, DOCK MARSHAL

Clients must contract time for the decorating company and vendors to set-up and tear-down to ensure that event insurance is in effect during any activity in the facility. A client representative must be present during move-in and move-out periods. No move-in or move-out is allowed through main guest entrances. Only authorized personnel are allowed to operate the Convention/Exhibition Hall freight elevator, Expo Hall roll-up doors, Mall doors, and Kennedy Plaza doors. Arrangements for move-in and move-out must be made with the Century II Event Manager in advance.

After making every effort possible and in the event that move-in/out, staging and parking guidelines continue to not be observed, the Event Manager will assign a Dock Marshal to the immediate area where necessary. All costs will be billed on the post event invoice. Additional fees may be assessed for parking or long-term use on the West Loading Dock. *See Appendix J for details.*

32. VEHICLES

Vehicles on display or left in the building overnight must disconnect battery and have less than a quarter tank of fuel. Wooden wheel pads must be used in all areas of Convention and Exhibition Halls. Tire and vehicle shine are prohibited within the facility. Events utilizing prohibited items will be assessed additional clean-up fees.

33. SELECT-A-SEAT

Select-A-Seat is the ticketing agency for events at Century II Performing Arts and Convention Center. Public sales of tickets or paid admissions must go through Select-A-Seat. Once a Lease Agreement has been issued, a Ticketing Spec Information Sheet for the set-up, sales, and settlement of the event will be made available. Ticketing Spec Information Sheets are due no later than 14 days prior to the first day of move-in/on-sale. All details, including but not limited to, specific codes, images, and verbiage, are due at least 72 business hours prior to on-sale. For questions regarding ticketing, please contact Select-A-Seat at 316-303-8100. *See Appendix I for details.*

APPENDIX A: BACKSTAGE REGULATIONS AND PREFERRED AUDIO VISUAL SERVICES

SAFETY GUIDELINES

- Staff, clients, contract labor, and all others working in or entering Century II will adhere to all Federal, State and Local Laws, regulations, and standards relating to safe working conditions and practices.
- All work must be performed in accordance with all applicable Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI), National Fire Protections Association (NFPA) standards, local fire regulations, industry recommendation practices, and City of Wichita Department and Division safety policies and requirements.
- All equipment must be operated in accordance with the manufacturers written recommendations.
- All informational, caution, warning, and hazard signs in the facility and on equipment must be followed.
- No unauthorized personnel (i.e. anyone other than cast and crew) shall be allowed backstage during any performance. This includes: call time and 15 minutes after final curtain.
- No one is allowed access to the stage area unless IATSE Local 190 representative is present.
- No one is permitted to work alone in the theater space. In case of injury or incident, there must be another present to render aid or seek assistance.
- Any perceived safety concerns or hazards, large or small, MUST be reported to Century II which shall take steps to correct the problem or to report the problem to the appropriate personnel.
- If you are bringing any chemicals into the theater or onto Century II property, (including, but not limited to, fog or haze fluid, spray, or other kinds of paint, costume dyes, etc.) you must supply Century II with the Safety Data Sheet (SDS) in advance of the load-in.
- Blocking of fire exits, egress routes, fire extinguisher cabinets, fire alarm panels, or fire department access boxes is not permitted at any time.
- All interior doors of the facility are considered fire doors and may not be blocked at any time without written approval from Century II.
- Obstruction of the theater fire safety curtains is not permitted at any time, unless approved in writing by Century II and/or Wichita Fire Department.
- Leave ghost light and safety lights on when exiting the theater.

PYROTECHNICS

Use of any open flame, pyrotechnics, or similar effects requires written approval from Century II and/or a permit from the Wichita Fire Department. This permit must be applied for no later than two weeks before the event. Pyrotechnic effects require an operator licensed by the State of Kansas. Licenses issued by other jurisdictions may be acceptable, but must be presented to Century II two weeks in advance of load-in.

SMOKING

It is State Law that **SMOKING, INCLUDING VAPING AND E-CIGARETTES, IS PROHIBITED** in all Municipal buildings including theater facilities. Only such smoking as is absolutely necessary for a production is allowed. Abuse of this exemption can result in permission being withdrawn.



EQUIPMENT

Century II provides a variety of equipment to assist in the success of your event. Inventories are provided to you with your contract. Damage, theft, and normal wear and tear may change inventory numbers for your actual performance date. Century II shall not be held liable for replacement of this equipment for a specific event.

- Forestage lifts must be operated by IATSE Local 190 representative.
- Century II theatrical fly system must be operated by IATSE Local 190 representative.
- Loading and unloading of Century II theatrical fly system IATSE Local 190 representative.
- Light boards must be operated by personnel authorized and trained by Century II.
- Soundboards must be operated by personnel authorized and trained by Century II.
- Personnel (Genie) Lifts/Scissor Lifts/AWP/Forklifts:
 - must be operated in accordance with the manufacturer's recommendations;
 - must be operated by authorized, trained, and qualified personnel; and
 - must not be operated without the outriggers installed in accordance with manufacturer's requirements.

All incidents resulting in damage to equipment and/or injury to individuals must be reported to Century II. All such incidents will be investigated and a written report must be completed by Century II and Lessee.

PREFERRED AUDIO VISUAL SERVICES

Kent AV is the preferred audio visual company at Century II and can be contacted by calling (316) 262-4487. All audio visual services, should be provided by, and installed by the audio visual company. Should you choose to use an alternate audio visual company, a buy-out fee of \$1,000 will be assessed. The installation of anything attached to walls or ceilings will be coordinated your Event Manager.



APPENDIX B: BANNERS, WINDOW CLINGS, AND OTHER PROMOTIONAL MATERIALS

- All banners, window clings, and marketing materials that are affixed to walls, windows or other surfaces shall be presented to, and approved by, the Event Manager prior to their placement.
- Century II reserves the right to assess a fee for the placement of marketing and promotional materials as the situation warrants. All costs associated with the creation of banners, posters, and clings shall be the responsibility of the client.
- All banners, window clings, and marketing materials may only advertise events within the facility. Any marketing materials associated with off-site events will be denied.
- With the approval of Century II Management, hard board banners may be hung/flowed in the lobby of Concert Hall (and other spaces throughout the building). Century II will designate spaces where such banners may be flown or hung. Flown banners are to be double sided, 4' wide by 4' tall with a minimum of three grommets along the top. The number of banners flown will be determined by Century II Management.
 - The duration of display of any promotional and marketing material will be at the discretion and judgment of the Event Manager and Century II Management. Unless otherwise specified, clients will be permitted to display Concert Hall banners year-round. Banners will be removed following the respective performance(s) advertised on individual banners.
- No posters, flyers, or other promotional materials may be removed by anyone other than Century II personnel or the organization responsible for said materials. Should anyone have an issue with the placement of another's marketing materials, they should bring their concerns to their Event Manager. This applies to marketing materials throughout the building, not just in Concert Hall.

APPENDIX C: EQUIPMENT & LABOR RATES

EQUIPMENT RENTAL RATES		
Easels	\$10.00	Each
Z-Rack	\$ 5.00	Each
Rolling Partitions	\$ 6.50	Per Section
Folding Screens	\$ 6.50	Per Section
Wenger Stage	\$30.00	Per Section
Wenger Bleacher Set-Up	\$200.00	Per Section
Choral Risers	\$ 6.50	Per Section
Music Stands	\$ 6.00	Each
Stanchions	\$ 5.00	Each
Architectural Lighting	\$20.00	Each
Concert Grand Piano – 9’ Steinway	\$250.00	\$100 each add’l day
Grand Piano – 6’ Baldwin	\$125.00	\$50 each add’l day
Upright Piano	\$ 75.00	\$25 each add’l day
Grand Piano Tuning	\$165.00	Each
Upright Piano Tuning	\$ 90.00	Each
Portable Small Orchestra Shell	\$ 25.00	Per Section
Spotlights 1290XLT	\$ 55.00	Per Performance
Tables (non-catered event)	\$ 5.00	Each
Chairs (non-catered event)	\$ 1.00	Each
Scheduled Re-Set Fees	\$ 52.00	Tables 5-10; Chairs
	\$110.00	Tables 11-25; Chairs
	\$160.00	Tables 25+; Chairs
Expendable Purchase Rates		
Flip Chart Pad	\$25.00	Each
Flip Chart Markers	\$ 8.00	Each
Audio Visual		
A/V Room Tech	\$32/hr	
Table Top Lectern	\$10.00	Room / day
Standing Lectern	\$15.00	Room / day
1 Channel Portable Sound System	\$125.00	Room / day
Multiple Channel Portable Sound System	\$175.00	Room / day
Wired Microphone & Stand	\$10.00	Room / day
Wireless Microphone Kit	\$50.00	Room / day
Paging Microphone Service	\$25.00	Per day
Audio Patch to Room Systems	\$35.00	Room / day
Wall Mounted Projection Screens	\$10.00	Room / day



APPENDIX D: FACILITY RENTAL RATES

Century II Performing Arts & Convention Center

Facility Rental Rates

(Effective until December 31, 2023)

Location	Event (Day Rate)	Move In/Out, Occupancy, Rehearsal (Day Rate)	Ticketed Events (Per Show)
Concert Hall	\$1,195	\$410	\$1,195 (local, 501(c)3) \$2,060 (all other entities)
Mary Jane Teall Theater	\$540	\$200	\$540 (local, 501(c)3) \$540 (all other entities)
Convention Hall Main Floor	\$1,380	\$490	N/A
Convention Hall Main Floor with Loge	\$1,950	\$685	\$2,000 (local, 501(c)3) \$3,790 (all other entities)
Exhibition Hall Main Floor	\$1,380	\$490	N/A
Exhibition Hall Balcony With rental of main floor	\$325	\$125	N/A
Exhibition Hall Balcony Without rental of main floor	\$650	\$230	N/A
Expo Hall	\$4,055	\$815	N/A
Meeting Rooms (101 – 202)	\$200	N/A	N/A
Meeting Room (103A and B)	\$90	N/A	N/A

- The "Day Rate" is defined as 7 a.m. – 11:30 p.m.
- Events occurring from 11:30 p.m. to 7 a.m. require discussion with Event Manager.
- Rentals occurring on ASM Global observed holidays will incur a 25% surcharge.



APPENDIX E: FOOD AND BEVERAGE

PURCHASED FOOD & BEVERAGES:

Per the Century II Lease Agreement, all food and beverage service is an exclusive right of the Century II contracted caterers and concessionaire. This includes all food and beverage catering, concessions, vending, backstage and dressing room services. In addition:

- Century II reserves all concession rights and will determine the dates and times concession areas will be open for business. Special requests for concessions should be made to your Century II Event Manager.
- Free samples of food, beverage or any product may be given away or otherwise distributed by LESSEE's exhibitors under the following conditions: solids must be 1" cubed or less and liquids must be 1 ounce or less. Items must be appropriate for the exhibitor and must not compete with concessions. Century II will make final determination on appropriate items.

For events requiring catering services, all food, beverages, and bars must be provided by our preferred catering vendors. Please contact our Food and Beverage Manager for more information.

ETHNIC FOOD & BEVERAGES:

Events that desire to serve items considered as ethnic will be considered on a case-by-case basis. The menu must be reviewed at the time of contracting and items must be served from a licensed company. If it is determined, Century II contracted caterers are unable to fulfill the menu requested and if allowed, LESSEE will receive written permission in their Century II Lease Agreement. Any use of another caterer for this sole purpose will incur a \$500 buy-out fee plus 10% commission of final catering invoice. An outside catering agreement must be signed prior to your event.

DONATED FOOD & BEVERAGE:

Events that are promoted by a 501(c)(3) organization are eligible to bring donated food and beverage from a licensed company into the facility for the following reasons:

- For Exhibitor Lounges and Hospitality Rooms that are in designated areas and completely out of the public eye at all times
- For Backstage Areas

Charitable fundraising events that wish to bring in donated food or beverage for attendees will be considered on a case-by-case basis.

The following rules/guidelines must be followed for all donated food and beverage brought into the facility:

- Company donating the food and beverages must provide written documentation to Century II Management of the donation and the estimated value, a minimum of 14 calendar days in advance of their move-in.
- All food must remain in the area where it is being served.
- Alcohol must be served through a Century II contracted caterer or concessionaire. Hourly rates and corkage fees will be assessed. State laws and City of Wichita ordinances will apply.
- No delivery vehicles displaying a catering company name or logo may be used to transport the items to the facility.



APPENDIX F: INTERNET

Wireless Internet

1-49	Devices for \$10.00 per day per device
50-249	Devices for \$8.00 per day per device
250-499	Devices for \$6.00 per day per device
500+	Devices for \$5.00 per day per device

****Group orders can only be purchased by event promoters and must be ordered at least 48 hours in advance of the event. Please contact your Century II Event Manager for this service.****

***THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE.
Rates subject to change without notice.***



APPENDIX G: STAGEHANDS

GENERAL POLICIES

A stage crew is required to be present whenever work is performed on stage and whenever the house is open before a performance. Any volunteers must be approved beforehand by the Union and client and be under the direct supervision of the Union stage member.

RATE POLICIES

- Base Rates:
 - DEPARTMENT HEADS & SKILLED LABOR: Includes department heads, fly floor heads, spotlight, forklift operators, camera operators, truck loaders and audio/visual technicians.
 - STAGEHANDS: Remaining positions.
 - RIGGER PAY: Personnel called upon to perform duties of ensuring safe attachment of equipment to the facility.
- The first four workers on any call receive Head Pay.
- Hours are rounded up to the nearest whole hour for billing.
- A call to work constitutes four-hour pay period, unless those hours are immediately adjacent to or separated by a meal period or a performance fee period.
- The billing week runs from Saturday at midnight through Friday at 11:59pm.
- Hours billed but not worked are billed at base rate.
- After an initial four-hour period, an absence longer than one hour results in the beginning of a new call.
- Truck loading and unloading constitutes a separate call.
- Time-and-one-half pay applies:
 - After 40 hours in a calendar week, including hours within performances.
 - After 8 hours worked in a 24-hour period, excluding performances.
 - Between midnight and 8:00 A.M.
 - When less than 8 hours have elapsed since the end of the previous work day.
 - On these recognized holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- Double-time begins after 14 billed hours within a 24-hour period.
- Meal penalty:
 - After five consecutive non-performance hours without a meal break, the prevailing rate is multiplied by 2.
 - *Meal penalty can be avoided by:*
 - Breaking the crew for a minimum of one hour.
 - Granting a paid 30-minute break and providing food.
 - Granting a paid 30-minute break and allowing a worker to bring in food.

PERFORMANCES

- The Performance fee includes the period from 30 minutes before the scheduled performance time until the end of the performance, a minimum of 3.5 hours.



- Performance periods that exceed 3.5 hours are billed as performance fees plus hours at the performance hourly rate, rounded up to the nearest hour.
- Hours within a performance fee, including advance half hour, apply toward overtime over 40 hours but not toward other premium rates.

I.A.T.S.E. LOCAL 190 BILLING RATES

Rates include applicable deductions and administrative fees.

Position	Hourly Rate	OT Rate	Performance Rate	Performance OT Rate
STEWARD	\$30.94	\$46.40	\$108.29	\$30.94
DEPARTMENT HEADS/SKILLED LABOR	\$30.94	\$46.40	\$108.29	\$30.94
STAGEHAND	\$26.27	\$39.40	\$91.93	\$26.27
RIGGER	\$55.42	\$83.13	\$193.97	\$55.42

(Effective until December 31, 2023)

A/V GUIDELINES

- Video recording that requires no camera platform, no electricity, no connection to the sound system and is not conducted for profit may occur without requiring a Local 190 audio/visual or camera technician.
- Events that require camera platforms, electricity, a sound feed or send, multiple cameras, are commercial in nature or employ audio/visual equipment as a direct component of the presentation must employ audio/visual technicians and/or camera operators provided by Local 190.
- Whenever confusion or controversy surrounds the number or type of technicians, a decision shall be made by Century II after consultation with the producer/client, Century II Event Manager and Local 190's Business Agent.

APPENDIX H: UTILITIES

ELECTRICAL SERVICE				
ITEM	Advance Rate By	Regular Rate After	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$50.00	\$100.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$65.00	\$130.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$70.00	\$140.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$90.00	\$180.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$150.00	\$300.00		
100 AMP 480 V. 3 PHASE*	\$150.00	\$300.00		
15' EXTENSION CORD (requires 110V order)	\$10.00	\$15.00		
25' EXTENSION CORD (requires 110V order)	\$10.00	\$15.00		
GROUNDING 6 PLUG-IN STRIP (requires 110V order)	\$15.00	\$25.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$60.00	\$120.00		
SIGN HANGING				
SIGN – \$70.00; BANNER – \$120.00; OVERSIZE – \$350.00 <i>circle one</i> (See reverse for size descriptions)				
COMMUNICATIONS				
TOUCH TONE PHONE LINE	\$120.00	\$240.00		
INTERNET – WIRED DEVICE; one day only	\$200.00	\$400.00		
INTERNET – WIRED DEVICE; each additional day	\$50.00	\$50.00		
SPECIAL SERVICES				
FORKLIFT (5,000 lb) with OPERATOR per hour	\$100.00	\$100.00		
MANLIFT with OPERATOR per hour	\$100.00	\$100.00		
WATER FILL/DRAIN: 1-250 GALLONS	\$70.00	\$140.00		
250 GALLONS & UP	\$100.00	\$200.00		
NATURAL GAS CONNECTION Plus plumber fees, inspection fees, and permit.	\$125.00	\$250.00		
COMPRESSED AIR	\$75.00	\$150.00		
* THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE*				
			SUBTOTAL	
			+ KANSAS TAX	x 7.5%
			= TOTAL	

* To receive the Advanced Rate, the payment and order form must be received 5 business days prior to move-in day.



APPENDIX I: SELECT-A-SEAT

Select-A-Seat is the ticketing agency for events at Century II Performing Arts and Convention Center. Public sales of tickets or paid admissions must go through Select-A-Seat. Once a Lease Agreement has been issued, a Ticketing Spec Information Sheet for the set-up, sales, and settlement of the event will be made available. Ticketing Spec Information Sheets are due no later than 14 days prior to the first day of move-in/on-sale. All details, including but not limited to, specific codes, images, and verbiage, are due at least 72 business hours prior to on-sale.

GENERAL INFORMATION

The Select-A-Seat Box Office is located adjacent to the Century II Administrative Offices within the Concert Hall of Century II. The Box Office is open for window and phone sales Monday through Friday, 10:00 a.m. until 5:00 p.m. Tickets can also be purchased online at www.SelectASeat.com. Select-A-Seat offices are closed during City of Wichita observed holidays.

Address: 225 W. Douglas Ave. | Wichita, KS | 67202

Phone: 316-755-7328

Email: info@SelectASeat.com

* The facility features remote box office locations in each hall for staffing specific events.

FEES & SETTLEMENTS

Settlements are disbursed by wire or postmarked check. Payments are initiated no more than four business days following an event. A per ticket box office commission will be included in to ticket prices. All additional facility/box office fees are deducted at settlement. Additional costs for ticketed events, such as stagehands, equipment rental, catering, security and sales tax may also be withheld from the Select-A-Seat settlement with approval of CII Management.

STAFFING

For performing arts/live events, the box office will be opened one hour prior to curtain and remain open for an additional 30 minutes once the performance has begun. For general admission and consumer show events, the box office will open 30 minutes prior to the start time and may remain open until 30 minutes prior to the end time. Additional staffing fees may be required and will be deducted from the final ticket settlement

The required need of ushers and/or ticket scanners will be determined prior to the event during consultation with the Front of House Manager.

CONTACT INFORMATION

Phone: 316-755-7328

Email: info@SelectASeat.com



APPENDIX J: VENDOR MOVE-IN/OUT, DOCK MARSHAL

VENDOR MOVE-IN/OUT

Parking at Loading docks and staging areas is prohibited unless authorized by the Event Manager. All parking rules must be observed or vehicles may be removed at Owner's expense.

Parking/Double Parking on sidewalks, under overhangs and Kennedy Plaza areas is strictly prohibited. No speeding (over 5 mph) or reckless use of vehicles is allowed. Unsafe conduct or conditions should be reported immediately to CII Management of the responsible party.

DOCK MARSHAL

Special and complex events requiring alternate move-in/out schemes must be coordinated with the Event Manager prior to Move-In. For this reason or after making every effort possible and in the event that move-in/out, staging and parking guidelines continue to not be observed, the Event Manager may assign a Dock Marshal to monitor/restrict loading docks and staging areas at an hourly cost of \$25.00 (4 hour min.). Costs will be billed on the post event invoice.

(Signature Page(s) follows)



By signing and initialing below, Licensee asserts that this Use License Agreement has been accepted as presented by Century II Performing Arts and Convention Center without any alteration or amendment to its content.

(Licensee Company Name) and (Contract Signee) have sole authority to make changes to event details including, but not limited to: event dates, set up, additional equipment/labor, and food and beverage, all of which may incur additional charges. Requests by any other parties must be approved by (Contract Signee) in writing.

Initial: _____

Please initial on of the options below to indicate if you would like to have your event publicized on our website, social media, and marquees:

Publicize _____ Do Not Publicize _____

For ASM to be successful, it is integral for the client to uphold the standards set forth in Century II Event Policy Guide or any submission guidelines that come from ASM. Failure to fulfill these requirements will result in additional costs or fees, or an inability for ASM to meet requested needs for the event. On site requests are subject to; availability of staffing and equipment, day-of-additional fees, and time available to accommodate request successfully.

I have received and will fully abide by the posted Century II Performing Arts and Convention Center's Event Policy Guide.
Initial: _____

I confirm that all contact information listed above for the Licensee, including mailing address, phone number and email address are correct. If any of the above information changes, I will notify ASM as soon as possible.

Initial: _____

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto as of _____.

ASM GLOBAL, as agent for City of Wichita, owner
of Century II Performing Arts & Convention Center, 225 W. DOUGLAS,
WICHITA, KS 67202

By: _____

Name: Chris Whitney

Title: General Manager

Date: _____

Licensee company Name:

(Please list your company above)

By: _____

(Signature)

Name: _____

(Please print)

Title: _____

Date: _____

