

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: July 8, 2016

Subject: Approval of a Resolution amending rental fees for the use of Caddo Hall at the Marshall Convention Center

This item has been placed on the agenda for consideration by the Commission regarding increasing the rental fees for the use of Caddo Hall at the Marshall Convention Center. Attached is information provided by Director of Support Services, Jack Redmon, regarding a survey of Convention Center rental fees in cities in our area. Mr. Redmon has also included proposed increases in rental fees for Caddo Hall at the Marshall Convention Center.

Convention Center fees are set by Resolution, and a copy of the proposed Resolution to amend these fees is also attached.



July 8, 2016

To: Lisa Agnor, City Manager

From: Jack Redmon
Director of Support Services

A handwritten signature in black ink, appearing to be "JR", written over the printed name and title of Jack Redmon.

RE: Increase in rental fees for use of Caddo Hall at the Marshall Convention Center

In a survey of Convention Center facilities in our area, we have discovered that rental rates for our main Exhibit Hall (known as Caddo Hall) are significantly less than those in other cities.

The following are the current rental fees for the main Exhibit Hall in the Marshall Convention Center:

Caddo Hall (Entire Hall)	\$550.00 Daily
Half of Caddo Hall (East/West)	\$375.00 Daily
1/5 of Caddo Hall (known as the Big Cypress Room)	\$275.00 Daily
1/3 of Caddo Hall (known as the Little Cypress Room)	\$225.00 Daily

(Included in our rental fees is the use of the P.A. system, tables, chairs, and staging)

The following are current rental fees for area Convention Center Exhibit Halls:

Texarkana – Horace Cabe Hall - \$1000

Rental fee includes: 10 tables, 100 chairs, and up to 5 hours of set-up and teardown (total).

Additional fees charged for use of P.A. system, extra chairs/ tables, set-up/tear down beyond 5 hours, stage use, kitchen use, lighting/sound technician, post-event clean-up, and extra building usage time beyond what is stipulated in rental agreement.

Nacogdoches – Civic Center - \$1000

This is their base facility rental fee. Additional fees charged for use of P.A. system, extra chairs/tables, stage use, kitchen use, lighting/sound technician, post-event clean-up, and extra building usage time beyond what is stipulated in rental agreement.

Lufkin – Convention Center - \$ 1500

This is their base facility rental fee. Additional fees charged for use of P.A. system, extra chairs/tables, stage use, kitchen use, lighting/sound technician, post-event clean-up, and extra building usage time beyond what is stipulated in rental agreement.

Longview – Maude Cobb - \$1100

This is their base facility rental fee. Additional fees charged for use of P.A. system, extra chairs/tables, stage use, kitchen use, lighting/sound technician, post-event clean-up, and extra building usage time beyond what is stipulated in rental agreement.

Bossier - Civic Center – Main Hall - \$2450

This is their base facility rental fee. Additional fees charged for use of P.A. system, extra chairs/tables, stage use, kitchen use, lighting/sound technician, post-event clean-up, and extra building usage time beyond what is stipulated in rental agreement.

ALL of the above facilities also require every renter to obtain "Event Insurance".

We would like to propose the following increase in rental fees for the Marshall Convention Center Caddo Hall, beginning in January 2017:

Caddo Hall (Entire Hall)	\$1,100.00	Daily
Half of Caddo Hall (East/West)	\$750.00	Daily
1/5 of Caddo Hall (known as the Big Cypress Room)	\$550.00	Daily
1/3 of Caddo Hall (known as the Little Cypress Room)	\$450.00	Daily

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS, SETTING FEES FOR THE MARSHALL CONVENTION CENTER; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS CONDUCTED IN STRICT COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Commission desires to adopt fees and charges that are fair and reasonable to the citizens who use this City facility; **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARSHALL, TEXAS:

Section 1. That the findings set out in the preamble to this resolution are hereby in all things approved.

Section 2. Fees to be charged at the Marshall Convention Center. In accordance with Chapter 2 of the Code of Ordinances of the City of Marshall, Texas, the following fees and rates shall apply to the Marshall Convention Center:

	Rate	
Exhibit Hall		
- Caddo Hall (Whole)	\$1,100.00	Daily
- Caddo Hall (East/West ½)	\$750.00	Daily
- Big Cypress (1/5)	\$550.00	Daily
- Little Cypress (1/3)	\$450.00	Daily
Meeting Rooms		
- Marshall (300 square feet)	\$50.00/4 Hours	
- Sabine (400 square feet)	\$50.00/4 Hours	
- Stagecoach (600 square feet)	\$75.00/4 Hours	
- Bluebonnet (800 square feet)	\$75.00/4 Hours	
- All American (840 square feet)	\$100.00/4 Hours	
- Seven Flags (990 square feet)	\$100.00/4 Hours	
Theater		
- Auditorium	\$650.00	Daily
- Green Room	\$100.00	Daily
- Equipment Charges (Lights, sound, speakers, piano, microphones, etc.)	No Charge	
- Theater Technician	\$20.00 Hour – Direct Pay to Technician	

Other Charges

☐ Chairs, Rectangle Tables	No Charge
☐ Round Tables	\$7.50 Each
☐ Sound System	No Charge
☐ Kitchen Fees	\$75.00 - \$125.00
☐ Security Deposit	\$400.00
☐ Catering Fees	10% of Gross Catering Charges
☐ RV Hookups	\$10.00 Per Day
☐	

Section 3. That the meeting at which this resolution was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code Chapter 551).

Section 4. That all other prior resolutions or portions of resolutions of the City of Marshall in conflict with the terms and provisions of this resolution are hereby repealed to the extent of such conflict only.

Section 5. That the repeal of any resolution or portion of a resolution by this resolution shall not affect the validity of any pending enforcement action or fees outstanding and due and payable for services rendered on or before the effective date of this resolution.

Section 6. That this resolution shall be effective on the ____ day of July, 2016.

PASSED AND APPROVED this _____ day of _____, 2016.

ERIC NEAL
CHAIRMAN OF THE CITY COMMISSION OF THE CITY
OF MARSHALL, TEXAS

ATTEST:

City Secretary