

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

Resolution 98-13

**The Metropolitan Exposition-Recreation Commission finds:**

For the Purpose of Approving Civic Stadium's Booking Policy attached to this resolution as Exhibit A.

*Whereas*, Civic Stadium's booking policy has not been updated since January, 1990.

*Whereas*, there is a need for a booking policy that reflects the Stadium's current purpose and philosophy.

*Whereas*, the booking policy must reflect the Stadium's commitment to service and maximizing potential revenue particularly at a time when the Stadium is undergoing significant scrutiny and reevaluating its mission.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission approves the Booking Policy for Civic Stadium, attached as Exhibit A to this resolution.

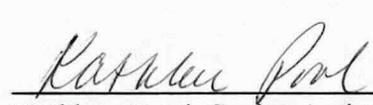
Passed by the Commission March 11, 1998.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

By:

  
\_\_\_\_\_  
Kathleen Pool, Senior Assistant Counsel



**CIVIC STADIUM**  
METRO ER COMMISSION

**EXHIBIT A**

Civic Stadium provides an outdoor venue for sports and entertainment. Civic Stadium's mission is to provide the community with a financially stable, well-managed facility where all people can come together to enjoy and support sports and entertainment in an urban, outdoor setting.

Civic Stadium's purpose is to operate as a community facility, serving the people of this region. As public stewards, we serve a community of people who are patrons, clients and neighbors.

This booking policy establishes guidelines and policies for booking of events in Civic Stadium, keeping in mind our commitment to service and to maximizing potential revenue. Stadium staff will seek to obtain the optimum scheduling for the facility.

**I. DEFINITIONS:**

- **Producer/Promoter/Licensee:** Persons or entities bringing events to Civic Stadium
- **Facility:** Any portion of Civic Stadium which may be reserved and contracted for the purpose of producing an event or show either public or non-public.
- **MERC:** Metropolitan Exposition Recreation Commission (governing body responsible for Civic Stadium, Portland Center for the Performing Arts, Convention Center and Expo).
- **Long Term Lease Holders:** Tenants who have long term seasonal leases.

**II. BOOKING POLICIES:**

- Any producer wishing to reserve any portion of the facility on either a tentative or definite basis must first submit an Application For Use to the Stadium Manager.
- The Stadium Manager may decline to approve any application for use on the basis of poor credit references, financial inability, or lack of prior experience. It may also be declined for any producer whose conduct at the facility is not, or in the opinion of the management, may not be beneficial to the interest of MERC, the Stadium, and the surrounding neighborhood or the community.

CIVIC STADIUM  
BOOKING POLICY

A. Eligibility for Holding Dates

- The Stadium Manager has the authority to place house holds on any dates deemed necessary that will benefit the Stadium, taking community needs into consideration. These dates cannot be challenged.
- A producer/promoter/licensee may place dates on hold (subject to approval of the Stadium Manager) at the facility if:
  1. The returning producer is in good standing having established financial solvency and having paid all amounts owed to MERC.
  2. The potential producer has completed and received Stadium Manager approval of the Application For Use.

B. Holding Dates

- Once eligibility to hold dates is established, a producer may request a hold on available dates on the facility booking calendars on a first option basis. The following rules will be in effect:
  1. Holds may generally be made for 24 months in advance or as deemed appropriate or necessary by the Stadium Manager.
  2. The producer must name the type of event(s) or artist(s) for which the hold is requested.
  3. A date hold will only be honored for the originally named event(s) or artist(s).
  4. The Stadium reserves the right to refuse or renew a hold at the discretion of the Stadium Manager.

C. Challenges to Holds

- Any producer may elect to challenge a hold on a date(s) that another producer is holding, except for contracted long term lease holders, if the challenger is willing to immediately enter into a limited license agreement and pay the required deposit, should the desired date(s) be released. The challenged producer has 5 working days in which to either release the date(s) or enter into a limited license agreement and pay the required deposit.

D. Protection of Dates

- The MERC/Stadium does not guarantee dates to any producer until a limited license agreement has been issued and signed by Stadium Manager and the producer, and the required deposit has been paid.

CIVIC STADIUM  
BOOKING POLICY

E. Deposits

- Producers shall be required to pay a non-refundable deposit at the signing of the limited license agreement. Depending on the event, the balance may be required prior to the event, or the balance including all event related charges will be due at settlement.

III. Film Shoots

- A. Civic Stadium is available for film shoots. Producers may schedule shoots with Stadium management only. Scheduling is not allowed through tenants.

This policy is subject to modification by contract, and producers may have scheduling rights and obligations in addition to those stated here.

Events and circumstances not covered in the above scheduling policy may be subject to special considerations as deemed appropriate by the Stadium Manager.

**SPECIAL CONSIDERATION:**

It is the responsibility of the Metropolitan Exposition Recreation Commission management to operate the facility in a sound business manner in an effort to maximize both the economic benefit and the financial stability of the Stadium. Consequently, Stadium management reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the stadium's objectives and to qualify all activities requesting utilization of the facility.

**MERC STAFF REPORT**

**RESOLUTION No. 98-13**

**DATE: March 11, 1998**

**Presented By: Maria Rojo de Steffey**

**BACKGROUND:**

Civic Stadium's Booking Policy has not been reviewed or changed since 1990. At that time, the Stadium's policy was included with the Coliseum's booking policy. This policy speaks to the Stadium's uniqueness and needs.

This booking policy establishes guidelines and policies for booking events in Civic Stadium keeping in mind our commitment to service and maximizing potential revenue.

This policy differs from previous policy in the following ways:

1. It allows the Stadium Manager the authority to place house holds on dates as deemed necessary and that will benefit the Stadium. These dates cannot be challenged.
2. It gives producers the ability to challenge a hold on a specific date(s) and gives the challenged producer 5 working days in which to either release the date or enter into a limited license agreement and pay the required deposit.

This policy was sent to our primary tenants for review. One response was received asking us to include language on long term lease holders. That language has been included. Long term lease holder's dates cannot be challenged but the Stadium Manager can negotiate with a lease holder for date changes.

**RECOMMENDATION:**

Staff recommends that the Metropolitan Exposition Recreation Commission approve the Civic Stadium Booking Policy as submitted.