

EVENT STAFFING AND EXPENSES

Ricoh Coliseum will arrange reasonable and necessary personnel and services in connection with any event booked at the building at the expense of the client. These include, but are not limited to: building staffing, security, ushers, ticket takers, police, emergency medical personnel, conversions, Ticket Office staff and operation, utilities, and phone services.

ESTIMATING EXPENSES

For public events, we offer an all-inclusive House Expense Package, which includes all the previously listed services. The package is based on the configuration of your event.

Please refer to the following pages for a detailed explanation of these expenses. The House Expense Package inclusions will be set out in the License Agreement and/or deal memo.

Items that are additional expenses to the promoter include, but are not limited to: stagehands, BOH security, catering, videoboard operations, sound, lighting, long-distance phone charges and miscellaneous rentals.

The Licensee is responsible for providing the Event Coordinator with all “artist riders and/or artists requirements” prior to the event going on sale. Staging or production requirements affecting sight lines or killing seas must be detailed five (5) days prior to the pre-sale on sale date. After meeting with the Licensee, the Event Coordinator will prepare an estimate of costs that the Licensee will be financially responsible for at the time of settlement, and will review the specific needs of your event with you.

In order to properly estimate expenses for your event, Ricoh Coliseum requires complete and accurate information about your event, including load-in times, event schedule and all technical requirements. We also require the expected attendance and audience profile. Late changes in set-up or event requirements may result in overtime charges to the Licensee. The more accurate information we have about the event, the better it will enable us to plan the execution of the event in the most efficient manner. Should the Licensee require additional staff, overtime rates may apply for all requests received less than 24 hours in

advance of the shift start time. Overtime may also apply for other reasons. All external rental payments will be the responsibility of the client unless otherwise authorized by the Event Booking representative.

Should the event promoter cancel the event less than two (2) business days in advance of the shift start time, he/she will be responsible to pay for the event staffing.

HOUSEKEEPING AND CLEANING SERVICES

Ricoh Coliseum housekeeping staff will clean and maintain all public areas during and after your event. Charges for this cleaning will be included in your House Expense Package. Ricoh Coliseum cannot accept responsibility for items left behind. Storage and/or moving of items left behind will be the responsibility of the client.

