

**Commissioners of Bel Air
Agenda
January 21, 2020**

Resolution No. 1143-20
Town of Bel Air Armory Leasing Fee Schedule

RECOMMENDED MOTION: "...that Resolution No. 1143-20, amending the Bel Air Armory's Leasing Fee Schedule, be received by the Board of Town Commissioners."

1. BACKGROUND

- a. Chapter 192-1 of the Bel Air Town Code authorizes the Board of Town Commissioners to establish fees for certain Town services, publications, documents, licenses and petitions.

2. PRIMARY ISSUES

- a. The Armory's Leasing Fee Schedule was last amended on September 5, 2017.
- b. The Armory's utilization is increasing and, as a result, the cost of maintenance, management, coordination, and administration of its use is increasing.
- c. In addition, future renovations and improvements are currently under consideration for the Armory stage, curtains, floor, windows, and audio and video systems.

3. DISCUSSION

- a. Town Staff recommends that the Armory Fees be adjusted to better cover expenses and to encourage Monday - Thursday utilization.
- b. The following changes are recommended (see attached Resolution No. 1143-20 Armory Leasing Fee Schedule)

4. RECOMMENDATION

- a. The staff recommends receipt of Resolution No. 1143-20. A public hearing will be held on Monday, February 3, 2020 at 7:30 p.m. at the Town Hall.

RESOLUTION NO. 1143-20 ~~1099-17~~
AMENDING RESOLUTION NO. 1099-17 ~~1048-15~~

BEL AIR ARMORY LEASING FEE SCHEDULE

WHEREAS, Chapter 192-1 of the Bel Air Town Code authorizes the Board of Town Commissioners to establish fees from time to time for certain Town services and documents; and

WHEREAS, the Board of Town Commissioners desires to amend the leasing fees for the Bel Air Armory; and

WHEREAS, the Town staff is recommending fee changes to help cover facility operating expenses and encourage Monday - Thursday utilization;

NOW, THEREFORE, BE IT RESOLVED by the Board of Town Commissioners that the Bel Air Armory Leasing Fee Schedule shall be amended as follows:

SPECIAL EVENTS:

I. Government or Non-Profit

a. Monday -Thursday events

i. **Hourly Rate per event date (3 hr. minimum) \$400/day \$50/hour**

b. Friday through Sunday events

i. **Hourly Rate per event day (6 hr. minimum) \$600/day \$75.00/hour**

~~c. Extra Hours~~

~~i. The above Rates include up to eight hours of time, including setup and breakdown. Additional hours are available at \$75.00 per hour. Events may not begin before 8 a.m. or go beyond midnight.~~

~~d. Additional Day~~

~~i. A discount of 20% off of the normal rate will be granted if an extra day for setup or takedown is requested.~~

II. Individual or Business

a. Monday-Thursday

i. **Hourly Rate per event date (3 hr. minimum) \$700/day \$50/hour**

b. Friday through Sunday Events

i. **Hourly Rate per event date (6 hr. minimum) \$900/day \$125/hour**

c. Town Owned/Occupied Property

i. A discount of 10% will be applied for individuals or businesses that own or occupy property within the incorporated boundaries of the Town of Bel Air.

~~d. Extra Hours~~

- i. ~~The above Rates include up to eight hours of time, including setup and breakdown. Additional hours are available at \$150.00 per hour. Events may not begin before 8 a.m. or go beyond midnight.~~

e. ~~Additional Day~~

- i. ~~A discount of 20% off of the normal rate will be granted if an extra day for setup or takedown is requested.~~

III. ~~Hourly Rates~~

- a. ~~Hourly or partial day rentals require a minimum of four (4) hours of rental time, for all rooms of the Armory Facility.~~

b. ~~Government or Non-Profit~~

- i. ~~Monday Thursday~~ _____ \$50/hour
- ii. ~~Friday through Sunday~~ _____ \$75/hour

c. ~~Individual or Business~~

- i. ~~Monday Thursday events~~ _____ \$88/hour
- ii. ~~Friday through Sunday Events~~ _____ \$113/hour
- iii. ~~A discount of 10% will be applied for individuals or businesses that own or occupy property within the incorporated boundaries of the Town of Bel Air.~~

IV. Kitchen:

- a. Use of the kitchen along with a full day (eight hour) event:
 - i. Full kitchen use (i.e. cooking, baking) \$200.00
 - ii. ~~Kitchen for prep and warming~~ _____ \$100.00
 - iii. Ice and/or water only No charge
- b. ~~Use of kitchen not in conjunction with an event follows the hourly rate fee schedule and requires a four (4) hour minimum rental.~~
 - i. ~~Kitchen usage on Friday, Saturday and Sunday is very limited.~~

V. Grounds

- a. Frederick Ward Park/Armory Park of the Bel Air Armory may ~~cannot~~ be reserved **with advance notice** ~~or rented. However,~~ Use of the park is encouraged for benefit of the community and general public.

VI. Cleaning and Event Setup/Takedown Services

- a. A separate fee may be required to cover the costs of custodial, maintenance, event setup, event takedown, or other services provided by either in-house staff or subcontractors for event related expenses.
 - i. Cost to be determined on a case by case basis.

VII. Deposits

- a. Rental Fee Deposit: A minimum 50% deposit of the total rental fee shall be payable and received with a signed contract for all events.
- b. Security Deposit: A refundable security deposit (~~\$500~~ **250**) shall be payable and received **upon the balance due date** ~~with a signed contract for all events; or at least ninety (90)-days prior to event start date.~~

VIII. Refunds

- a. **No refunds** ~~A contract may be cancelled, in writing, by the lessee, and submitted at least ninety (90) days prior to the event start date for a full refund.~~

IX. Miscellaneous

- a. Meeting/Conference Rooms, Offices and Storage Rooms
 - i. Rental of these rooms follows the hourly rate fee schedule ~~and requires a four (4) hour minimum rental.~~
 - ii. The Bel Air Downtown Alliance is exempt from the meeting and Conference room charges.
 - iii. Monthly or annual lease rates may be negotiated by the Town Administrator.

X. Security

- a. The Town of Bel Air reserves the right to require security at the Lessee's expense.
- b. The Chief of Police will approve and/or assign the event security staff.
 - i. If Town of Bel Air Police Officers are utilized, the cost will be assessed based upon the actual cost to the Town, including, but not limited to salaries, wages, benefits, materials, supplies, signage, etc.
 - ii. If Town of Bel Air Police Auxiliary are utilized, the cost will be assessed based upon the rate stipulated in the Town's Fee Schedule.

XI. Long-Term Leases

- a. The Town Administrator may negotiate separate monthly or annual leases and rates for ongoing use of the facility over a period of time or for multiple specific days.

XII. Exemptions

- a. **The Town Administrator may waive fees for Town sponsored events on a case by case basis.**
- b. ~~Fees are waived for Town sponsored events, non-profit holding events where at least 80% of the profits go to the Town of Bel Air for Town projects/facilities.~~

VI. Holidays

- a. The Bel Air Armory will be closed for all Town holidays and unavailable for rental unless an exception is granted by the Town Administrator. If an exception is granted, appropriate rates including overtime charges will be established by the Town Administrator.

VII. Inclement Weather or Other Emergencies

- a. If, at the discretion of the Town Administrator, the Armory is closed due to inclement

weather, major building system failure, fire or other emergency, Lessees will be given a make-up date of equal value. If the event cannot be rescheduled, a refund will be given.

AND BE IT FURTHER RESOLVED that this Resolution shall become effective on February 3, 2020.

INTRODUCTION: January 21, 2020

PUBLIC HEARING: February 3, 2020

EFFECTIVE: February 3, 2020

Ayes:

Nays:

Absent:

Amy G. Chmielewski
Board of Town Commissioners

Michael L. Krantz, Town Clerk