

## RESOLUTION R-14-005

**A RESOLUTION OF THE MANATEE COUNTY CIVIC CENTER AUTHORITY ESTABLISHING FEES AND POLICIES FOR THE MANATEE CONVENTION AND CIVIC CENTER AND CROSLY ESTATE; AMENDING EXHIBITS G(1) and G(2) OF RESOLUTION R-00-86, AS AMENDED, PROVIDING CHANGES TO THE OFF-SITE CATERING PROGRAMS FOR THE CIVIC CENTER AUTHORITY FACILITIES; PROVIDING AN EFFECTIVE DATE; AND RESCINDING ALL CONFLICTING RESOLUTIONS.**

**WHEREAS**, pursuant to Manatee County Ordinance No. 91-71, as implemented by Resolution No. R-00-86, of the Manatee County Civic Center Authority, a Manual of Policies and Rental Pricing Schedule have been adopted for the Manatee Convention and Civic Center and Crosley Estate; and

**WHEREAS**, The Civic Center Authority has determined that it is necessary and in the best interest of the operations of said facilities to amend the off-site catering programs schedule as provided herein.

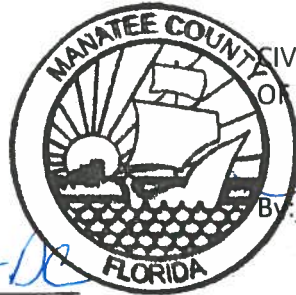
**NOW, THEREFORE, BE IT RESOLVED BY THE MANATEE COUNTY CIVIC CENTER AUTHORITY AS FOLLOWS:**

- 1) Resolution R-00-86 is hereby amended to restate Exhibits G(1) and G(2) therefore as follows:
  - a. Resolution 14-005, Exhibit G(1), Off-Site Caterer Program for the Manatee Convention and Civic Center, is hereby replaced in its entirety by Exhibit "A" to this Resolution.
    - Off-site caterer commission due Center is being changed from 10% of gross receipts to 15% of gross receipts.
    - Off-site caterers are instructed to showcase their name by providing signage at the catering site.
    - Off-site caterers are asked to bring required potable water.
  - b. Resolution 14-005, Exhibit G(2), Off-Site Caterer Program for Powel Crosley Estate, is hereby replaced in its entirety by Exhibit "B" to this Resolution.
    - The Powel Crosley Estate will begin advertising the caterer contracted through Manatee County Purchasing as the Convention Center Facilities In-House Food and Beverage Service.
    - The catering commission is due on gross receipts which includes food, rental items and labor.

- Off-site caterers are now required to order, handle and run through their billing all rental items excluding specified items in #3.
- Off-site caterers are required to have any rental equipment picked up at the conclusion of the event or to be assessed a fee of \$250.
- Off-site caterers are instructed to showcase their name by providing signage at the catering site.

2) This Resolution shall take effect upon adoption by the Manatee Civic Center Authority. The amended and restated policies set forth in Exhibits A and B apply to events taking place on or after October 1, 2014. Executive Director or Designee will have the discretion to grandfather in events with commitments to use the previous Catering Program as to not cause a last minute price change for all ready planned catering events.

ADOPTED, with a quorum present and voting this 29<sup>th</sup> day of July, 2014.



CIVIC CENTER AUTHORITY  
OF MANATEE COUNTY, FLORIDA

By: [Signature]  
Chairman

By: [Signature]  
ATTEST: R.B. SHORE  
Clerk of Circuit Court

EXHIBIT "A"  
MANATEE CONVENTION AND CIVIC CENTER  
Off-Site Caterer Program –(Exhibit G(1) to Resolution R-00-86)

The Manatee County Civic Center Authority, hereinafter the "Authority", has adopted the following rules and policies to implement an Off-Site Caterer Program for caterers providing food and beverage for events at the Manatee Convention and Civic Center (also known as the Bradenton Area Convention Center). The Authority has determined that the program provided herein is an appropriate way to apportion the cost of operating the Manatee Convention and Civic Center, will better protect the facility, and assets of the Authority, provide for administrative efficiency and help ensure successful events.

1) General Program Outline

- a) The Authority has contracted with a caterer to represent the Center as the Convention Center Facilities In-House Food and Beverage Service.
- b) The Authority has also established a program to provide an "Off-Site List" of caterers under agreement with the Authority allowing them to provide catering services - food and non-alcoholic beverages at the Manatee Convention and Civic Center if additional options are requested by a customer.
- c) Program period is October 1- September 30. A 30 day enrollment period will precede the program start.

2) Applications Fees

- a) Application fee during the annual enrollment period is \$100.
- b) The fee for enrolling outside the enrollment period shall be \$150.
- c) All fees are subject to current sales tax, if applicable.

3) Food Service Commission

- a) Caterers will be required to pay 15% sales commission on gross receipts (food, non-alcoholic beverages, and labor). Sales tax and gratuities are not included in the commission.
- b) Commission will be due within 15 days following the event along with the Commission Remittance Form provided by the Authority and a copy of the customer's invoice. Failure to pay on time will result in one non-compliance incidents. See item #7(a)iii and #11(b) additional fees assessed.
- c) Business checks, Visa, Mastercard and Discover may be accepted for payment.
- d) The Board reserves the right to request reasonable documentation required to verify the consent the amount due.

4) General Rules

- a) The Manager on Duty for the Center will have full control of the facility before, during and after the event.
- b) Catering employees working at the Center must be at least 18 years old.
- c) The following activities are strictly prohibited:
  - i) Leaning equipment against facility walls or dragging equipment on the floor
  - ii) Lit candles not fully enclosed in glass globes
- d) A minimum of one qualified person employed by the caterer must be present with the food during food service to make sure all food preparation requirements are met.

5) General Conditions

- a) Proof of Insurance
  - i) Caterer's Liability Insurance is to be provided and arranged by Caterer for events using outside caterers at the Center. **Manatee County, a political subdivision of the State of Florida, must be named as the additional insured.** A blanket certificate is required and due with application.
    - (1) Amounts required are as follows:

General Comprehensive	\$1,000,000	Product Liability	\$1,000,000
Ind. Contractors Liability	\$1,000,000	Liability per occurrence	\$1,000,000
Premise/Operations Liability	\$1,000,000	Personal Injury Liability per occurrence	\$1,000,000

ii) Control of Center Facilities –Center does not relinquish the right to control management of the Space or the Facility, and to enforce all the necessary and proper rules for the management and operation of the same. The agents and employees of the Center may enter the facility and space at any time and on any occasion.

- b) Indemnity - Caterer agrees to conduct its activities within the Facility so as not to endanger any person lawfully thereon; and to indemnify and save harmless the Center against any and all claims for loss, injury or damage to persons or property, including claims of Caterer’s invitees, arising out of the activities conducted by the **Caterer or Caterer’s employees, agents or invitees**. If the premise or any portion of the Space during the term of the Agreement shall be damaged by the act, default or negligence of **Caterer** or by Caterer’s **employees, agents or invitees**, the Caterer will pay to Center upon demand such sum as shall be necessary to repair such damage. Caterer hereby assumes full responsibility for the character, acts and conduct of Caterer’s employees.
- c) Fire - In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of the Agreement by the Center impossible including, without limitation the requisitioning of the premises by the United States government or any arm or instrumentality thereof, or by reason of labor disputes, then and thereupon the Agreement shall terminate.
- d) Evacuation of the Facility - Should it become necessary in the judgment of the Center to evacuate the Space because of a bomb threat or for other reasons of public safety, the dates and times provided in the Agreement will be extended for sufficient time to complete the Event without additional rental charges providing such time does not interfere with rights previously granted to another rental. Caterer waives any and all claim for damages or compensation from Center.

6) Facility Use Regulations

- a) The Facility - Caterer shall not injure, mar nor in any manner deface the Facility, and shall not cause or permit anything to be done whereby the Facilities shall be in any manner injured or marred or defaced and Caterer will not do, or permit to be done anything in or upon any portion of the Facilities or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the Facility or any part thereof, or in any way increase any of insurance upon the Facility or on property kept there.
- b) Defacement - Caterer shall not drive or permit to be driven, any nails, hooks, tacks, or screws in any part of the Facility, shall not tape or permit to be taped any material to any part of the Facility, and shall not make or allow to be made any alteration of any kind therein.
- c) Residual Matters – All matters, rules, regulations, or deviations there from, not expressly provided for herein, shall be decided upon by the Center Executive Director or Designee.

7) Center agrees to:

- a) Provide access to the facilities during the hours contracted by Licensee starting with move in and ending at move out.
- b) Provide hand washing facilities (restrooms only – not potable water), and a designated space at the facility for caterer staging area. This area will be determined by the facility based on the location the catering is needed and based on the space available. Refrigerators, freezers, hot boxes, cooking appliances, or dish washing facilities will not be provided. Those items which are present in the facility are not for general use. No rinsing or washing of dishware, glassware or flatware is permitted at any time. There is no access to kitchen facilities.
- c) Provide the use of up to 12- 8’ tables for caterer’s use in setting up for food service. Tables are not heat resistant and must be returned in original condition. The Center recommends that caterers bring their own tables for use with hot prep.

d) Provide the following for all bar services: bar tables, white table coverings for bar tables, black table skirts for bar tables, standard mixers, standard garnish such as cherries, olives, cocktail onions and citrus wedges, tall high ball glasses, wine glasses, rocks glasses, ice, bartenders and bar backs. Any non-standard items must be provided by the caterer, this includes colored linens, champagne or other special glassware, exotic garnishes (such as those for a "signature beverage").

8) Caterer agrees to:

- a) Comply with all laws, ordinances and regulations which may be applicable to the facility which includes all liquor laws.
- b) Provide Center with a copy of the current Food and Beverage License issued by a State of Florida authorizing agency which allows the Caterer to provide food service at an off-site location - the Manatee Convention and Civic Center.
- c) Keep License and Insurance documents up to date with Center. Caterer will be temporarily removed from the list without these items. Once correct items are received Caterer will be added to the list at the next available time.
- d) Clearly showcase the name of their company by using signage at the catering site.
- e) Per #7 c) Tables provided by CENTER must be setup and broken down by the caterer immediately following the event and returned to the receiving location. Caterer must confirm availability prior to the event date.
- f) Comply with all rules of the Center, including but not limited to:
  - i) Be self sufficient. Cooking facilities are not provided by the Center.
  - ii) Bring all required potable water.
  - iii) Park all catering vehicles or vehicles of its employees in the employee parking lot located on the west side of the Center, or as otherwise directed by Facility Manager on Duty.
  - iv) Bus all dishes and glasses provided by Caterer as well as the bar glasses provided by the Center.
  - v) Return the facility to the same condition it was upon arrival: Clean all prep areas used for catering after the event. This includes removing trash, wiping down tables and sweeping and mopping floors; remove all food related trash from the Facility at the completion of the event.
  - vi) "Check out" with the Center Manager-On-Duty before departing the property after an event. A sign-out checklist will be signed by both parties confirming required tasks have been completed.
  - vii) Have all rental equipment picked up at the conclusion of the event. If the rental company does not pick up at the conclusion of the event and equipment is left past the move out time the caterer will be assessed a \$250 fee and will not be permitted back onto the Bradenton Area Convention Center property until it is received.

9) Removal of a Caterer from the Off-Site Caterer Program

- a) The Executive Director or designee has a right to terminate a Caterer from the Off-Site Caterer Program for the following reasons:
  - i) Failure to provide the required insurance.
  - ii) Two Non-Compliance incidents within a one year period.
  - iii) Two late payments of commission in a one year period.
  - iv) Non-payment of a commission.
  - v) Caterer will be notified by certified mail of the intent of Center to remove their name from the Caterer List. The Caterer will have 10 days to meet with Authority staff to discuss the violations.
  - vi) Executive Director or designee will make the final decision on removing the Caterer from the Caterer List.
  - vii) Upon the decision by the Executive Director or designee to terminate catering privileges at the Center, the Caterer will be required to provide us with the names of the parties in which the Caterer is contracted to provide food service for at the Center.
  - viii) Caterer agrees to release these individuals at their request from their agreement if requested by Center or the party.

ix) The caterer, or any organization with which caterer is affiliated or which any principle of caterer is affiliated, will be removed from the Caterer Program and barred from providing principlesfood service at the Authorities facilities for a period of up to five years. In considering the period of removal, the Executive Director shall consider the seriousness of the violation, the efforts of the caterer to correct such violation and any prior history of violations and any risks to Licensee, invitees, staff and Authority.

10) Appeals from determinations of the Executive Director or designee

a) Any actual or prospective Caterer who is aggrieved in connection with actions undertaken by Executive Director or his designees in violation of the law or these policies may file a written protest with the County Administrator, who shall consider and investigate the written protest and render a decision within ten (10) days, excluding Saturdays, Sundays and County holidays, after filing of the protest or any additional information, if additional information is requested by the County Administrator. The County Administrator shall conduct such investigations and such hearings as the Administrator determines are necessary and shall provide a written copy of his decision to the protestor. The purpose of this procedure is to provide an expeditious administrative remedy and upon issuance of the Administrator's written decision, the protestor shall be deemed to have pursued all administrative remedies.

11) Charges Due and Fees

a) If Caterer fails to comply with any of the requirements and obligations provided herein, Caterer will be assessed a \$100 administrative fee as well as the actual cost of clean-up, repair or replacement if the violation or failure to comply results in such costs.

b) In addition to 11 (a) above, Caterer shall pay a \$100 fee if Caterer fails to pay the commission due under 3 (a) within the required 15 days. An initial \$100 fee will be assessed each month for two more months if commission is not paid.

EXHIBIT "B"  
POWEL CROSLY ESTATE  
Off-SiteCaterer Program –(Exhibit G(2) to Resolution R-00-86)

The Manatee County Civic Center Authority, hereinafter the "Authority", has adopted the following rules and policies to implement an Off-Site Caterer Program, hereinafter the "Program", for caterers providing food and beverage for events at the Powel Crosley Estate, hereinafter the "Estate". The Authority has determined that the program provided herein is an appropriate way to apportion the cost of operating the Estate, will better protect the facility, and assets of the Authority, provide for administrative efficiency and help ensure successful events.

- 1) General Program Outline
  - a) The Authority has contracted with a caterer to represent the Estate as the Convention Center Facilities In-House Food and Beverage Service.
  - b) The Authority has also established a program to provide an "Off-Site List" of caterers under agreement with the Authority allowing them to also provide catering services – food and non-alcoholic beverage at the Estate. The list will be provided to customers from the sales office if additional options are requested by the customer only.
  - c) Program period runs annually from October 1 through September 30. A 30 day enrollment period will precede the program start.
  
- 2) Applications Fees
  - a) Application fee during the annual enrollment period is \$100.
  - b) The fee for enrolling outside the enrollment period shall be \$150.
  - c) All fees are subject to current sales tax, if applicable.
  
- 3) Rental Items
  - a) Caterers are required to order, handle and run through their billing all rental items.
  - b) "Rental items" will include plates, silverware, decorations, lighting, chairs, tables, furniture, tents and other items rented to be used during the event.
  - c) Specifically excluded in rental items are third party vendors providing limos and any transportation, clothing, flowers, cakes, all entertainment (includes photo booths, DJ, etc), and wedding planners as well as Convention Center Facilities In-House AV Services.
  - d) Have all rental equipment picked up at the conclusion of the event. If the rental company does not pick up at the conclusion of the event and equipment is left past the move out time the caterer will be assessed a \$250 fee and will not be permitted back onto the Crosley Estate property until it is received.
  - a) Control and monitor tent companies to prevent damage to the lawn and sprinkler system upon set up and tear down. Caterer will be billed the cost of lawn repair and sprinkler replacement plus 25%.
  
- 3) Food Service Commission
  - b) Caterers will be required to pay 10% sales commission on gross receipts (food, non-alcoholic beverages, labor and rentals). Sales tax and gratuities are not included in the commission.
  - c) Commission will be due within 15 days following the event along with the Commission Remittance Form provided by the Authority and a copy of the customer's invoice. Failure to pay on time will result in one non-compliance incident and additional charges assessed. See item #7(a)iii and #11(b).
  - d) Business checks, Visa, Mastercard and Discover may be accepted for payment.
  - e) The Authority reserves the right to request reasonable documentation required to verify the amount due.
  
- 4) General Rules

- a) The Manager on Duty for the Crosley Estate will have full control of the facility before, during and after the event.
- b) Catering employees working at the Crosley Estate must be at least 18 years old.
- c) The following activities are strictly prohibited:
  - i) Leaning equipment against facility walls or dragging equipment on the floor or stairs
  - ii) Fireworks, sky lanterns, and sparklers are prohibited on Estate property,
  - iii) Lit candles not properly enclosed in glass globes,
  - iv) Rose, rice and bird seed tosses are prohibited. All other fresh flowers or biodegradable products are acceptable with management approval. Bubbles are allowed.
- d) Only the Authority may provide alcoholic beverages at the Crosley Estate.

5) General Conditions

a) Proof of Insurance

- i) Caterer's Liability Insurance is to be provided and arranged by caterer for events using outside caterers at the Crosley Estate. Manatee County, a political subdivision of the State of Florida, must be named as the additional insured. A blanket certificate is required and due with application.

(1) Amounts required are as follows:

General Comprehensive	\$1,000,000	Product Liability	\$1,000,000
Ind. Contractors Liability	\$1,000,000	Liability per occurrence	\$1,000,000
Premise/Operations Liability	\$1,000,000	Personal Injury Liability	\$1,000,000
		per occurrence	

- ii) Control of Crosley Estate Facilities –Crosley Estate does not relinquish the right to control management of the Space or the Facility, and to enforce all the necessary and proper rules for the management and operation of the same. The agents and employees of the Estate may enter the facility and space at any time and on any occasion.

- b) Indemnity - Caterer agrees to conduct its activities within the Facility so as not to endanger any person lawfully thereon; and to indemnify and save harmless the Crosley Estate against any and all claims for loss, injury or damage to persons or property, including claims of Caterer's invitees, arising out of the activities conducted by the **Caterer's employees, agents or invitees**. If the premise or any portion of the Space during the term of the Agreement shall be damaged by the act, default or negligence of the Caterer's **employees, agents or invitees**, the Caterer will pay to Crosley Estate upon demand such sum as shall be necessary to repair such damage. Caterer hereby assumes full responsibility for the character, acts and conduct of Caterer's employees.
- c) Fire - In case the Crosley Estate or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of the Agreement impossible including, without limitation the requisitioning of the premises by the United States government or any arm or instrumentality thereof, or by reason of labor disputes, then and thereupon the Agreement shall terminate.
- d) Evacuation of the Facility - Should it become necessary in the judgment of the Crosley Estate to evacuate the Space because of a bomb threat or for other reasons of public safety, the dates and times provided in the Agreement will be extended for sufficient time to complete the Event without additional rental charges providing such time does not interfere with rights previously granted to another rental. Caterer waives any and all claim for damages or compensation from Crosley Estate.

6) Facility Use Regulations



- a) The Facility - Caterer shall not injure, mar nor in any manner deface the Facility, and shall not cause or permit anything to be done whereby the Facilities shall be in any manner injured or marred or defaced and caterer will not do, or permit to be done anything in or upon any portion of the Facilities or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the Facility or any part thereof, or in any way increase any of insurance upon the Facility or on property kept there.
  - b) Defacement - Caterer shall not drive or permit to be driven, any nails, hooks, tacks, or screws in any part of the Facility, shall not tape or permit to be taped any material to any part of the Facility, and shall not make or allow to be made any alteration of any kind therein.
  - c) Residual Matters – All matters, rules, regulations, or deviations there from, not expressly provided for herein, shall be decided upon by the Crosley Estate Executive Director or Designee.
- 7) Crosley Estate agrees to:
- a) Provide access to the facilities during the hours contracted by Licensee only starting with move in and ending at move out.
  - b) Provide hand washing facilities, access to water, and a small amount of counter space for your prep work in the “butler’s pantry” and “kitchen” area of the house. The freestanding banquet table and stainless steel counter in the kitchen are not available as it is used by Crosley Estate staff. Cabinets and doors also cannot be blocked. If additional space is required, alternate space will be suggested based on availability by the Manager on Duty. Refrigerators, freezers, hot boxes, cooking appliances, or dish washing facilities will not be provided. Those items which are present in the house are not for general use. No rinsing or washing of dishware, glassware or flatware is permitted at any time.
  - c) Provide the use of a limited number of 20 -60” up to 12- 8’ tables for caterer’s use in setting up for food service. The tables must be setup by the caterer and caterer must confirm availability prior to the event date. These tables must be broken down by the caterer immediately following the event. Tables are not heat resistant and must be returned in original condition. The Crosley Estate recommends that caterers bring their own tables for use with hot prep.
  - d) Provide the following for all bar services: bar tables, white table coverings for bar tables, black table skirts for bar tables, standard mixers, standard garnish such as cherries, olives, cocktail onions and citrus wedges, tall high ball glasses, wine glasses, rocks glasses, ice, bartenders and bar backs. Any non-standard items must be provided by the caterer, this includes colored linens, champagne or other special glassware, exotic garnishes (such as those for a “signature beverage”).
- 8) Caterer agrees to:
- a) Comply with all laws, ordinances and regulations which may be applicable to the facility including all liquor laws.
  - b) Provide Estate with a copy of the current Food and Beverage License issued by a State of Florida authorized agency which allows the Caterer to provide food service at an off-site location – the Crosley Estate.
  - c) Keep the License and Insurance up to date with the Estate. Caterer will be temporarily removed from the list without these correct documents on file.
  - d) Comply with all rules of the Crosley Estate, including but not limited to:
    - i) Be self-sufficient as cooking facilities are not provided by the Crosley Estate.
    - ii) Park all catering vehicles and vehicles of its employees in the employee parking lot located on the south end of the Crosley Estate, or as directed by the Manager on Duty.
    - iii) Clearly identify your company by the use of signage at the catering site.
    - iv) Bus all dishes and glasses provided by Caterer as well as the bar glasses provided by the Crosley Estate.

- v) Return the facility to the same condition as it was upon arrival including: Clean all prep areas used for catering after the event. This includes removing trash, cleaning counter space and sweeping and mopping floors and removing all food related trash from the Crosley Estate at the completion of the event. Trash may not be put into the Crosley Estate dumpsters.
  - vi) Grease must be removed from the property.
  - vii) "Check out" with the Crosley Manager-On-Duty before departing the property after an event. A sign-out checklist will be signed by both parties confirming required tasks have been completed.
- e) Clearly showcase the name of their company by using signage at the catering site.

9) Removal of a caterer from the Off-Site Caterer Program

- a) The Executive Director or designee has a right to terminate a caterer from the Program for the following reasons:
  - i) Failure to provide the required insurance.
  - ii) Two non-compliance incidents within a one year period.
  - iii) Two late payments of commission in a one year period.
  - iv) Non-payment of a commission.
  - v) Caterer will be notified by certified mail of the intent of Crosley Estate to remove their name from the Off-Site Caterer List. The caterer will have 10 days to meet with Authority staff to discuss the violations.
  - vi) Executive Director or designee will make the final decision on removing the caterer from the Off-Site Caterer List.
  - vii) Upon the decision by the Executive Director or designee to terminate catering privileges at the Crosley Estate, the caterer will be required to provide us with the names of the parties in which the caterer is contracted to provide food service for at the Crosley Estate.
  - viii) Caterer agrees to release these individuals at their request from their agreement if requested by Crosley Estate or the party.
  - ix) The caterer, or any organization with which caterer is affiliated or which any principle of caterer is affiliated, will be removed from the Program and barred from providing principles food service at the facilities for a period of up to five years. In considering the period of removal, the Executive Director shall consider the seriousness of the violation and any risks to licensee, invitees and Authority staff, the efforts of the Caterer to correct such violation and any prior history of violations.

10) Appeals from determinations of the Executive Director or designee

- a) Any actual or prospective caterer who is aggrieved in connection with actions undertaken by Executive Director or his designees in violation of the law or these policies may file a written protest with the County Administrator, who shall consider and investigate the written protest and render a decision within ten (10) days, excluding Saturdays, Sundays and County holidays, after filing of the protest or any additional information, if additional information is requested by the County Administrator. The County Administrator shall conduct such investigations and such hearings as the Administrator determines are necessary and shall provide a written copy of his decision to the protestor. The purpose of this procedure is to provide an expeditious administrative remedy and upon issuance of the Administrator's written decision, the protestor shall be deemed to have pursued all administrative remedies.

11) Charges Due and Fees

- a) If caterer fails to comply with any of the requirements and obligations provided herein, Caterer will be assessed a \$100 administrative fee as well as the actual cost of clean-up, repair or replacement if the violation or failure to comply results in such costs.

- b) In addition to 11 (a) above, Caterer shall pay a \$100 fee if Caterer fails to pay the commission due under 3 (a) within the required 15 days. An initial \$100 fee will be accessed each month for two more months if commission is not paid.