

EXAMPLE

Exhibit "A"

One Weekend Theatre Production

Exhibit A further explains the agreement between _____, herein referred to as **PRODUCTION**, and The MAIN, a City of Santa Clarita facility, herein referred to as **CITY**.

TICKET FULFILLMENT

CITY will facilitate the ticket fulfillment through a ticket platform of their choosing. PRODUCTION will set ticket prices (minimum ticket price of \$12.00) and provide show description, photo, and any ticket discount requests to CITY. No other discount offers or ticketing can be done through outside companies, such as Goldstar, Groupon, etc....

COMP TICKETS

PRODUCTION will receive 12 complimentary tickets total that can be used whenever PRODUCTION wants to use them. Names of guests receiving complimentary tickets must be provided no later than one hour prior to show time (dependent on ticket availability).

REHEARSAL SPACE

PRODUCTION will receive 30 hours of access to The MAIN to conduct load-in, set build, lighting build, tech, dress and pick-up rehearsals. These hours will be distributed according to the below schedule unless otherwise discussed in advance. Access to the space is from 9:00 a.m. to 11:00 p.m. based on the schedule in the agreement. If PRODUCTION is hosting a one-week performance, the Sunday hours will be adjusted based on availability and a pick-up rehearsal will not be included.

Week 1

Sunday – 10 hours

Tuesday – 5 hours

Wednesday – 5 hours

Thursday – 5 hours

Week 2

Wednesday – 5 hours (pick up) NOTE: These hours can be shifted to the first week of rehearsals

Any additional onsite rehearsal time needed must be rented by PRODUCTION and is dependent on theatre availability. The fee to rent the space is \$15 per hour.

PERFORMANCE DATES AND TIMES

PRODUCTION will have access to the space no more than two hours before show time. For example, PRODUCTION can arrive no sooner than 6:00 p.m. for an 8:00 p.m. show time.

Load-in will occur on Sunday, August 3, 2027 with rehearsals taking place 8/3, 8/4, 8/5 and 8/6. Shows will occur on 8/8 and 8/9 at 8pm, and 2pm shows will take place on 8/9 and 8/10, 2027. Load-out will take place following the 2pm show on 8/10/27.

PROPS AND SET STORAGE

PRODUCTION will have access to one full shelving unit located backstage for storage of props. PRODUCTION will have access to the back half of the stage, behind the curtain line, for storage of set pieces. Any set pieces that do not fit in these designated areas will need to be stored in the dressing room. Access will be given no more than one week prior to weekend of show and must be coordinated with CITY. PRODUCTION must remove all props and set pieces by 10:00 a.m. the Monday following the contracted weekend unless otherwise coordinated with CITY.

TECHNICAL NEEDS

PRODUCTION has access to all technical capabilities onsite including: theatre lights, retractable built-in screen, BENQ projector, microphones, microphone stands, legs for risers. Approved crew members have access to an ETC Nomad light board and Behringer sound board. PRODUCTION must supply their own device, such as a computer, phone or tablet, to play sound effects and music. PRODUCTION may borrow a guitar stand, dongle, etc., but will be required to provide an I.D., car keys, etc. PRODUCTION has access to lights, but is welcome to bring their own. PRODUCTION cannot alter the REP plot, but can use additional lights to add to it. Any additional lights must be removed and returned to the back of the theatre at the conclusion of the show. All lights must be returned to their original focus.

SOUND AND LIGHTING TECHNICIAN

PRODUCTION must provide its own sound and lighting designers and technicians, who must first be approved by CITY at least one month prior to contracted weekend. Technicians should be familiar with ETC Nomad light board and Behringer sound board.

PRE-PRODUCTION MEETING

A pre-production meeting between PRODUCTION and CITY must occur no less than two months prior to show. At this meeting PRODUCTION must provide: a completed show information sheet, a set design, lighting plot, and all times they need to be in the theater. Additional rehearsal times may not be available after this meeting.

EQUIPMENT, TOOLS & MATERIALS

PRODUCTION is responsible for providing all of its own tools and equipment to build set. PRODUCTION will have access to one 10' A-frame ladder, one 4' A-frame ladder and four apple boxes provided by CITY. All equipment provided by The MAIN must remain inside the theatre at all times.

CONCESSIONS

The Santa Clarita Shakespeare Festival (SCSF) holds the permanent liquor license for The MAIN and is the permanent concessionaire for all shows. SCSF has first right of refusal to provide concessions for all shows at The MAIN. If SCSF declines facilitating concessions, PRODUCTION is allowed to facilitate their own, non-alcoholic beverage and snack concessions. If the PRODUCTION is allowed to provide concessions, all materials must be brought in and removed each day as there is no onsite storage for concessions. The PRODUCTION keeps all proceeds from concession sales. PRODUCTION may sell merchandise such as t-shirts, hats, mugs, etc.

MARKETING COLLATERAL

PRODUCTION and CITY will work together to market the contracted show. The City will augment the PRODUCTION marketing efforts. A pre-production marketing meeting will occur no less than two months prior to show. PRODUCTION is responsible for developing, printing and distributing promotional print material. PRODUCTION will provide CITY with print material in a digital format within one month of the first show date. The CITY will promote the show using these materials through electronic channels. The CITY will display show details on the marquee. For production programs, the production is responsible for the development and printing of these. The CITY will have an insert in the program, which will promote upcoming MAIN events. A deadline for the receipt of this insert will be established by PRODUCTION.

CAST & CREW CONDUCT AND PROPER USE OF THE SPACE

PRODUCTION cast is expected to treat the facility and CITY staff with respect. The MAIN is a public venue that is open to the public. PRODUCTION needs to maintain noise levels and their activities to the stage and dressing room areas. PRODUCTION is expected to keep the dressing room and stage clean and presentable, storing all equipment and supplies in appropriate locations when not in use. If use of the lobby is needed please include that for review in the information sheet. Following the final performance, PRODUCTION is expected to return the stage and dressing room to their original condition. Prior to strike, a cleaning checklist will be supplied to PRODUCTION. The theatre space used by PRODUCTION should be cleaned-up based on the check-list. At the end of strike, the City House Manager and PRODUCTION Stage Manager or Producer will do a walk-thru of the space to make sure everything is in order.

DAMAGES

In the event of any excessive damages to the space due to the PRODUCTION, CITY reserves the right to hold the ticket revenue until cost of damages are evaluated and deduct the cost of damages from the PRODUCTION'S portion.

CONTENT

The MAIN is a City of Santa Clarita facility. PRODUCTION should take this into consideration when selecting their show and understand that any questionable and sensitive content will need to be discussed in advance. Any show containing strobe effects, loud and startling sounds, graphic violence, sexual assault or the mention of sexual assault, nudity, any overtly sexual nature, and/or suicide or themes of suicide must inform the City of their content, and include a content warning prior to each show. Best judgement should be exercised for any show with potentially adult or controversial content not listed here.

SHOW RIGHTS

PRODUCTION will need to provide proof to CITY that they have obtained rights to the show four months prior to the show. If PRODUCTION is performing an original show, PRODUCTION must sign a statement acknowledging that it is an original show.

PAYMENT

PRODUCTION must host a minimum of three shows per weekend, which is considered Friday, Saturday and Sunday, over the course of two weekends. The payment is a 60/40 split between PRODUCTION and CITY. The final payout is determined by the NET sales of the sum of all the shows.