

## **CITY-SOLICITED SCOPE OF WORK**

### **PURPOSE:**

{Vendor Name} (RENTER) agrees to provide the following services to the City of Santa Clarita from {Dates} to {Dates}, 2026 at The MAIN (24266 Main Street, Santa Clarita, CA 91321).

### **SCOPE OF SERVICES - FACILITY USER**

The RENTER will:

- Coordinate, produce, and present entertainment on each usage date, per the approved proposal submitted for the 2026 theatre season.
- Provide the CITY with the show description and graphics.
- Set ticket prices, with a minimum ticket price of \$20.00 (exclusive of Eventbrite fees).
- Be responsible for developing, printing, and distributing promotional print material. RENTER must provide the CITY with material in a digital format.
- Understand, that decorations and props are allowed provided they are made of flame-resistant materials and must be approved by the CITY prior to the event date.
- Have full access to the facility during the duration of the contract. RENTER will be provided with a key and a code to access the facility prior to the start of the contracted period.
- Have full access to the dressing room for the duration of the contract, understanding other rentals will be utilizing the space when production is not rehearsing or in production.
- Have full access to shelving unit backstage for prop storage.
- Remove all props and set pieces following the contracted dates unless otherwise coordinated with CITY. RENTER is responsible for any damage resulting from the use or removal of decorations and props, the cost of staff time and repairs will be deducted from the event's split.
- Prohibited Items: Open flames of any kind (e.g., candles, barbecues, fireworks) are strictly prohibited. The use of fog/smoke machines, bubbles, rice, confetti, glitter, birdseed, or other granular substances is also strictly prohibited. Exceptions could be made with written consent from CITY.
- Wall Repainting: The venue walls must be repainted after production using only Behr Black Flat Low Odor Interior Paint. Paint must be provided by RENTER. If another paint is used or the walls are not repainted to the specified standard, the cost of staff time and repainting will be deducted from the event's split.

### **SCOPE OF SERVICES – CITY OF SANTA CLARITA**

The City of Santa Clarita (CITY) will:

- Provide staffing that consists of:
  - One CITY staff member assigned to monitor the facility and process ticket sales during scheduled show days.
  - CITY staff may not be present in the facility outside of scheduled show days. Staffing at other times is at the discretion of CITY and is not guaranteed.
- Facilitate ticket fulfillment through a ticketing platform (EventBrite).
- Not offer discounts or ticketing to be done through outside companies such as Goldstar, Groupon, etc.
- Provide six (6) complimentary tickets for each weekend of production, subject to ticket availability.
- Collaborate on marketing the contracted shows with provided artwork from the RENTER two months prior.
- Augment RENTER's marketing efforts.
- Promote the show using approved materials through its electronic channels.
- Provide alcohol concessions to patrons, which will be solely provided by the contracted bar provider, Santa Clarita Shakespeare.
- Reserves the right to cancel or suspend a facility usage at any time for emergency situations or when deemed necessary for the safety and best interest of customers, the City of Santa Clarita, and all concerned parties.

## **PAYMENT**

Final payout will be determined by the NET sales of the sum of all shows. The compensation for the show is divided 60/40 split between RENTER (60%) and CITY (40%).

Final payout to be received by:

{ Vendor Name }

{ Vendor Address }