

**GEORGIA ENSEMBLE THEATRE**  
**2013 - 2017 RESIDENT COMPANY CONTRACT**

**ATTACHMENT A**

The Roswell Cultural Arts Center Policies and Procedures adopted by Roswell City Council on 11/15/99 include certain requirements that an organization must meet in order to be considered a Resident Company including the following:

1. Must be a non-profit 501(c)3 or similar status organization.
2. Must have a contract with the City that gives the organization and the City mutual, long-term benefits outside of the normal rate structure of the venue.
3. Must be a local arts organization.
4. Must provide services for the citizens of Roswell outside of their normal performance and production schedule.

The Roswell Cultural Arts Board at its meeting of 10/3/00 adopted the following additional requirements for Resident Company status:

1. Must support the goals for the Cultural Arts Center as defined by the Cultural Arts Board.
2. Must present a "season" of three or more performances.
3. Must provide benefits to other Roswell institutions such as businesses, schools, etc.
4. Must contribute to the overall diversity of the cultural life of the community.
5. Must have a positive history as a primary user of the Cultural Arts Center.
6. Must provide increased recognition for the City of Roswell as a community that supports the performing arts.

In order to meet the above requirements, the Georgia Ensemble Theatre agrees to provide the following:

- 1) A Box Office statement following each performance (or production if more than one performance) at the Cultural Arts Center which includes number of tickets sold at what price; number of complimentary tickets distributed; number of season tickets used; and number of individual tickets sold no later than 30 days following the conclusion of the production.
- 2) Will participate in a "Passport" program that provides for a discount on ticket sales to specified productions if the purchaser can provide proof of purchase of a ticket to a production of another Resident Company within the same season. The "Passport" program will be promoted by each Resident Company.
- 3) Provide one free performance per season for the citizens of Roswell. The performance to be presented and the time, date and location must be approved by the Cultural Arts Board no later than 30 days in advance of the proposed date. A Box Office statement which includes the number of tickets distributed and number of actual attendees at the performance must be submitted no later than 30 days following the performance.
- 4) Provide thorough cleaning service for the lobby, concession area, bathrooms and theater seating area during each production run after each performance.
- 5) Provide Lamps and Batteries for all sound and lighting equipment during each production.

- 6) Georgia Ensemble Theatre shall be exempt from using the services of Rubicon Studios for technical support during their 5-season productions. However, it will be GET's responsibility to repair or replace any equipment that is broken or damaged during each production as determined by Rubicon Studios and confirmed by the Cultural Arts Center Coordinator. In addition, all battens, lights and equipment are to be returned to original configuration unless otherwise agreed upon by Rubicon Studios or the Cultural Arts Center Coordinator.
- 7) Georgia Ensemble Theatre shall be responsible for completing the Equipment Checklist sheets located in the Technical Booth regarding all stage and technical equipment prior to each show and at the conclusion of each show.
- 8) If Georgia Ensemble Theatre uses the Roswell Cultural Arts Center sound board they shall be required at all times to use the patchbay when reconfiguring the system for their stage productions.
- 9) All Georgia Ensemble Theatre stage productions, other than their five (5) regular season productions, will be considered a normal facility rental requiring a standard rental contract to include regular rental fees *unless* the events take place during the run of a regular season production and have prior approval from the Cultural Arts Center Coordinator.
- 10) Georgia Ensemble Theatre agrees to identify itself as an "Official Resident Company of the Roswell Cultural Arts Center" on all GET publications, web site, and all advertisements.
- 11) GET agrees to pay the City of Roswell for one half of the cost to move and restore the stage pit cover and panels whenever this is required for the staging of a particular GET production. Any movement of the pit cover and panels will be conducted by Rubicon Studios at an average cost of \$800.00 (\$400 from GET/\$400 from City of Roswell) per production. Payment is due to the City of Roswell no later than 30 days after the "restore" of the pit cover and panels has been completed.
- 12) Provide as complete a schedule as possible of all requested dates and times for use of meeting rooms and 2<sup>nd</sup> floor gallery space for purposes of conducting rehearsals and/or conservatory classes (at no charge) at the time of execution of this contract for the 2013-2014 season. Approval of requested schedule will be required by the Cultural Arts Board. The same schedule for the 2014-2015, 2015-2016, and 2016-2017 seasons for any spaces to be utilized in the facility will be due to the Cultural Arts Board no later than 6/30 of the coinciding year and will require their approval.

The City of Roswell agrees to provide the following support to Georgia Ensemble Theatre as an official Resident Company of the Roswell Cultural Arts Center:

1. Technical support to include assistance with pursuit of grants.
2. Marketing support including locations for appropriate promotional posters in the lobby of the RCAC (to be approved by the Historic & Cultural Affairs Manager and the Cultural Arts Center Coordinator); exposure on the city's official web-site and cable channel; and recognition of GET as a Resident Company of the Cultural Arts Center where appropriate.
3. Use of Office Space on 2<sup>nd</sup> floor at no charge unless and until the Mayor and City Council determine otherwise.
4. Use of the Facility Box Office at no charge unless and until the Mayor and City Council determine otherwise.
5. Use of the RCAC Concession Stand Area at no charge unless and until the Mayor and City Council determine otherwise.