



Issue Paper

DATE:

September 1, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Fort Wright is seeking to approve a contract with The Children's Theatre for the 2022-23 school year.

APPLICABLE BOARD POLICY:

01.1 – Legal Status of the Board

HISTORY/BACKGROUND:

Fort Wright Elementary ARTs provides music, arts, dance and theatre exposure to students in all grades. This year, Fort Wright Elementary is participating in the grant-funded AIM Program. The AIM grant funds and Fort Wright PTA funds will be used for field trips to the Cincinnati Children's Theater to give students real-world experiences as audience members of the theater. Students will reflect on the process of creating a performance and analyze the performance(s) they will see using the elements of dance, music, art, and drama. The performance dates are 10/13, 12/15, 2/22, and 4/20.

FISCAL/BUDGETARY IMPACT:

\$0

RECOMMENDATION:

Approval to Fort Wright is seeking to approve a contract with The Children's Theatre for the 2022-23 school year.

CONTACT PERSON:

Tina Wartman, Principal

Principal/Administrator

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2022108 PO#

Ft. Wright Elementary
Ms. Rachael Fasciotto
501 Farrell Drive
Ft. Wright, KY 41011

Show	Date	Time	Student Tickets	Comp Tickets	Chaperone Tickets
Disney's Descendants	10/11/2022	@ 10:00am	328	21	9

August 29, 2022

Dear Ms. Fasciotto

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 22/23 season!

Your booking is not considered "confirmed" until this agreement is signed and returned to TCT. If this contract is not received after 7 days, TCT reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement. If your district requires a Purchase Order for payments, TCT must have the PO number before your group's seating can be held and your order fully completed. Your total balance due is \$1348 Payment received to date \$

Payment Details: Full payment for all programs must be made no later than 30 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats) may only be made up to that point, 30 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 30 days prior, TCT will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved, no exceptions. If a program is booked within 30 days of the performance date, full payment must be made immediately.

PLEASE NOTE: Payments received after the deadline will be charged a 5% late fee.

If your order information should change, updates **MUST** be submitted via email to pam.young@tctcincinnati.com. Your update should include the following information:

***# of students, # of complementary chaperons (1 for every 15 students), # of paid chaperones (same price as student) ***

Children under three years of age will not be permitted into The Children's Theatre MainStage performances except for Home School designated performances.

Cancellation: All bookings are non-refundable and non-exchangeable. The exception being if a show is cancelled by TCT due to inclement weather, serious actor illness or other emergency. In this instance TCT will make every effort to reschedule your group during the current season, and only if unable to do so will then refund your order. If your school is closed but the show is not cancelled you will still be responsible for payment. TCT will still make every effort to reschedule your group during the current season but such a change is not guaranteed.

Credit cards, checks and cash are accepted (POs are not acceptable as final payments). Checks payable to TCT. TCT is a 501(c)(3) Non-profit organization. EIN # 31-6026285. Any questions regarding payments should be directed to Pam Young (513) 569-8080 ext. 13 or pam.young@tctcincinnati.com. Sign contract and email a scanned copy to pam.young@tctcincinnati.com.

Again, thank you for your order. We look forward to seeing you and your students this year and in the seasons to come!

Accepted and Agreed:

Signature of School Contact

Print Name

Date



Phone: 513.569.8080
Fax: 513.569.8084
4015 Red Bank Road

Invoice

Date	Invoice #
8/29/2022	7606

Due Date
9/12/2022

Bill To
Fort Wright Elementary 501 Farrell Drive Ft. Wright, KY 41011

P.O. No.	TCT Order No.
	2022108

Quantity	Description	Amount
337	Descendants 10/11	1,348.00

Deposit due upon receipt, balance due 30 days prior to each performance.

Please contact Pam Young at 513-569-8080 x13 if you have any questions about this invoice. Thank you.

Total	\$1,348.00
Payments/Credits	\$0.00
Balance Due	\$1,348.00

- Alm Grant



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2022113 PO#

Ft. Wright Elementary
Ms. Ashley Bryan
501 Farrell Drive
Ft. Wright, KY 41011

August 30, 2022

Dear Ms. Bryan

Thank you for submitting your order and choosing to be a part of The Children's Theatre of Cincinnati's 22/23 season!

Show	Date Time	Student Tickets	Comp Tickets	Chaperone Tickets
Disney's Descendants - <i>AIM Grant</i>	10/13/2022 @ 10:00am	90	6	0
Rudolph The Red-Nosed Reindeer JR.	12/15/2022 @ 9:45am	90	6	0
Princess and Frog	2/22/2023 @ 9:45am	90	6	0
DISNEY'S MOANA JR.	4/20/2023 @ 9:45am	90	6	0

Your booking is not considered

"confirmed" until this agreement is signed and returned to TCT. If this contract is not received after 7 days, TCT reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement. If your district requires a Purchase Order for payments, TCT must have the PO number before your group's seating can be held and your order fully completed. Your total balance due is \$1440 Payment received to date \$

Payment Details: Full payment for all programs must be made no later than 30 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats) may only be made up to that point, 30 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 30 days prior, TCT will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved, no exceptions. If a program is booked within 30 days of the performance date, full payment must be made immediately.

PLEASE NOTE: Payments received after the deadline will be charged a 5% late fee.

If your order information should change, updates **MUST** be submitted via email to pam.young@tctcincinnati.com. Your update should include the following information:

***# of students, # of complementary chaperons (1 for every 15 students), # of paid chaperones (same price as student) ***

Children under three years of age will not be permitted into The Children's Theatre MainStage performances except for Home School designated performances.

Cancellation: All bookings are non-refundable and non-exchangeable. The exception being if a show is cancelled by TCT due to inclement weather, serious actor illness or other emergency. In this instance TCT will make every effort to reschedule your group during the current season, and only if unable to do so will then refund your order. If your school is closed but the show is not cancelled you will still be responsible for payment. TCT will still make every effort to reschedule your group during the current season but such a change is not guaranteed.

Credit cards, checks and cash are accepted (POs are not acceptable as final payments). Checks payable to TCT. TCT is a 501(c)(3) Non-profit organization. EIN # 31-6026285. Any questions regarding payments should be directed to Pam Young (513) 569-8080 ext. 13 or pam.young@tctcincinnati.com. Sign contract and email a scanned copy to pam.young@tctcincinnati.com.

Again, thank you for your order. We look forward to seeing you and your students this year and in the seasons to come!

Accepted and Agreed:

Signature of School Contact

Print Name

Date



Phone: 513.569.8080
Fax: 513.569.8084
4015 Red Bank Road

Invoice

Date	Invoice #
8/30/2022	7622

Due Date
10/13/2022

Bill To
Fort Wright Elementary 501 Farrell Drive Ft. Wright, KY 41011

P.O. No.	TCT Order No.
	2022113

Quantity	Description	Amount
90	Descendants 10/13	360.00
90	Rudolph 12/15	360.00
90	Princess & Frog 2/22	360.00
90	Moana 4/20	360.00

Covered by AIM Grant

Deposit due upon receipt, balance due 30 days prior to each performance.

Please contact Pam Young at 513-569-8080 x13 if you have any questions about this invoice. Thank you.

Total	\$1,440.00
Payments/Credits	\$0.00
Balance Due	\$1,440.00

*1,440.00
- 360 - AIM Grant
- 1,080 - PTA
= 0*