



Issue Paper

DATE:

October 21, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve the performance contract between River Ridge Elementary and The Cincinnati Children's Theatre for 2022-2023

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

The Cincinnati Children's Theatre provides performances to students of all ages. Performances often include stage adaptations of prominent children's literature. Our students will engage in classroom instruction prior to attending the performances to compare and contrast the themes, settings and plots of stories written by the same author about the same or similar characters but portrayed in a different format (text vs. theater). After the performance, students will reflect on the similarities and differences between the two. Attending the Children's Theatre will provide our students with real world experiences as audience members of the theater. Performance dates are December 14th, 2022 and February 22, 2023.

FISCAL/BUDGETARY IMPACT:

\$1144.00/School Activity Fund Account (field trips)

RECOMMENDATION:

Approval of the performance contract between River Ridge Elementary and The Cincinnati Children's Theatre for 2022-2023

CONTACT PERSON:

Jena Smiddy


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 # 2022201 PO#

River Ridge Elementary
 Ms. Valerie Burgin
 2772 Amsterdam Road
 Villa Hills, KY 41014

Show	Date	Time	Student Tickets	Comp Tickets	Chaperone Tickets
Rudolph The Red-Nosed Reindeer JR.	12/14/2022	@ 9:45am	125 138	8 9	8 5

October 14, 2022

Dear Ms. Burgin

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 \$532 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
 Cincinnati, OH 45227

Invoice

Date	Invoice #
10/14/2022	7736

Due Date
11/14/2022

Bill To
River Ridge Elementary 2772 Amsterdam Road Villa Hills, KY 41017

P.O. No.	TCT Order No.
	2022201

Quantity	Description	Amount
143	Rudolph 12/14	572.00

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	\$572.00
Payments/Credits	\$0.00
Balance Due	\$572.00



TCT Offices
4015 Red Bank Road
Cincinnati, OH 45227

Performance Contract

Order # 2022195 PO#

River Ridge Elementary
Ms. Ashley Thiem
2712 Amsterdam Road
Villa Hills, KY 41017

Show	Student Tickets	Comp Tickets	Chaperone Tickets
October 20, 2022			0
Princess and Frog 2/22/2023 @ 9:45am	150	10	0

October 20, 2022

Dear Ms. Thiem

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 \$600 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@tetcincinnati.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@tetcincinnati.com. Sign contract and email a scanned copy to pam.young@tetcincinnati.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
Cincinnati, OH 45227

Invoice

Date	Invoice #
10/14/2022	7736

Due Date
11/14/2022

Bill To
River Ridge Elementary 2772 Amsterdam Road Villa Hills, KY 41017

P.O. No.	TCT Order No.
	2022201

Quantity	Description	Amount
143	Princess & Frog 2/22	572.00

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	\$572.00
Payments/Credits	\$0.00
Balance Due	\$572.00