



**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

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WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCS D ISSUE PAPER

DATE:

10/26/2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve the booking agreement between James A Caywood Elementary and Cincinnati Shakespeare Company for a 5th grade field trip scheduled for 11/28/23

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

For over 25 years, Cincinnati Shakespeare Company has been committed to inviting young voices to join the conversation about Shakespeare, the classics, drama, and more by presenting quality and engaging performances and workshops for over 50,000 students a year. CSC is an educational partner that is committed to supporting teachers and families and helping to illuminate these texts for students by providing in depth teaching tools, curriculum guidance, lesson plans, professional development, and more. This aligns with 5th grades Analysis of Drama.

FISCAL/BUDGETARY IMPACT:

\$1372.00 Field Trip Student Activity Fund

RECOMMENDATION:

Approval of the booking agreement between James A Caywood Elementary and Cincinnati Shakespeare Company for a 5th grade field trip scheduled for 11/28/23

CONTACT PERSON:

Kim Mott



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.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

CINCINNATI SHAKESPEARE COMPANY BOOKING AGREEMENT

The Otto M. Budig Theater
1195 Elm Street
Cincinnati, OH 45202
Fax: (513) 842-2221
Phone: (513) 381-2273

Customer: Caywood Elementary School
Contact: Lauren Olson
Address: 3300 Turkeyfoot Rd
Edgewood, Kentucky 41017

Email: Lauren.Olson@kenton.kyschools.us
Phone: (859) 341-7062

Order Id: 23-LD-2USU

Title: A Midsummer Night's Dream
Event Name: ED MAT- A Midsummer Night's Dream
Start Time: 10:00 AM
Date of Event: 11/28/2023
Program Site: CSC

PAYMENT INFORMATION:

of Seats Reserved by Ticket Type:

Student - 93

Teacher/Chaperone - 5

Order Total: \$1,372.00

Total Due: \$1,372.00

Final Payment Due: 10/14/2023 - due date for ED MAT- A Midsummer Night's Dream

Terms of Engagement

*Full payment is due at least 45 days before your event.
If booking your date within 45 days, full payment is due right away.*

Your booking is not considered 'confirmed' until this agreement is signed and returned to CSC AND full payment is made if the event is less than 45 days away. If this contract is not received after 7 days, CSC reserves the right to release the performance dates and/or seats to others.

More Payment Details: Full Payment for all programs must be made no later than 45 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 for an Educational matinee) may only be made up to that point, 45 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 45 days prior, CSC will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved or programs scheduled, no exceptions. If a program is booked within 45 days of the performance date, full payment must be made immediately. All plays and dates are subject to change.

Cancellation: If a show must be cancelled due to inclement weather (including school closing), serious actor illness, public health issue, or other emergency, CSC will make every effort to reschedule the program during the current year as soon as possible. If it is not possible to reschedule right away or more time is needed to put a date, CSC will offer a non-expiring credit for the full amount that can be used on any program by your organization and/or school in your district. Refunds may be granted under specific circumstances and require a written request explaining why a full credit will not suffice. CSC reserves the right to collect surveys and/or donations from audience members. CSC may require certain health and safety requirements to be followed by the group in order to present the program and reserves the right to cancel if these requirements are not met.

Credit cards, checks, and cash are accepted (POs are not acceptable as final payments). Checks payable to 'Cincinnati Shakespeare Company'. CSC is a 501(c)(3) Non-profit organization. EIN # 31-1413229. Any questions regarding payments should be directed to the CSC's Accounts Payable (513) 381-2273 ext. 3206 or lettie.vanhemert@cincyshakes.com.

Fax completed contract to 513-842-2221 or email a scan to education@cincyshakes.com.

Accepted and Agreed:

Signature of School/Venue Contact

Signature of Administrator/Controller
(Optional)