

The Katharine Hepburn Cultural Arts Center

Rental Policies

Section One

General Policies

This document provides information regarding the policies governing the rental of all or any part of The Katharine Hepburn Cultural Arts Center ("The Center" or "The Kate"). The staff of The Center is responsible for the enforcement of these policies. By submitting an Inquiry the applicant ("the Client") acknowledges they have received, understood and agreed to abide by these policies. The policies herein will be binding upon the Client. The Client acknowledges responsibility for the actions of all artists, students, guests, staff of the Client, as well as caterers, contractors and other participants in the event. The Client must inform all participants of these General Policies prior to their entering The Center. The Client must be present or ensure that an authorized representative is present in The Center at all times during the Client's use.

Facility and Services

The Kate is a professional music and theater venue with a 284 seat performance hall and a few support and ancillary spaces. The Center's theatre is equipped with professional sound and lighting. The Center provides users with a professional backstage and front-of-house crew and a professional Box Office operation. Unless specifically negotiated, the Center does not provide producing, production management, stage management or marketing services.

Facility Use

The Center is scheduled for the Center's operations and the wider community in the service of the Center and The Center's mission. The Center reserves the right to determine the appropriateness of a request to use the facility, as some activities and events may be inconsistent with the mission of The Center or incompatible with other events already scheduled at The Center. There are substantial costs and fees associated with the use of The Center facilities, which are the sole responsibility of the Client.

Clients are responsible for all fees relevant to their event. All individuals and organizations must pay these costs, regardless of formal or informal ties to the Town of Old Saybrook.

Client's use of The Center spaces for events must comply with Connecticut State building and emergency codes and the Americans with Disabilities Act (ADA). The final determination of code compliance is made solely by Center and relevant government authorities.

The Center is always to be returned to pre-event condition.

Mission of The Katharine Hepburn Cultural Arts Center

The Katharine Hepburn Cultural Arts Center exists to present a diverse repertoire of cultural and performing arts, to provide educational opportunities in the arts, and to be a lasting legacy for America's iconic actress.

In order to balance The Center's budget, it must raise significant donations annually from individuals, foundations and corporate sources. Income from rental activity contributes to balancing The Center's budget and supporting its programs.

Section Two

Reservation Policies

The Center is professionally operated and a unique resource for the Town of Old Saybrook and surrounding areas. As an organization with a multi-faceted mission, The Center will consider all rental requests on a first-come, first serve basis in the following order:

1. The Katharine Hepburn Cultural Arts Center performances and events
2. Town of Old Saybrook performances and events
3. Performances and events of other non-profit groups based in Old Saybrook
4. Performances and events of other non-profit groups based outside of Old Saybrook
5. Commercial performances and events
6. Private performances and events

Application and Notification

An inquiry for rental booking must give sufficient detail to determine estimated costs and to give an understanding of the nature and flow of the event. Inquiries can be directed to Brett Elliott, Executive Director at brett.elliott@thekate.org or 860.510.0473.

Rental bookings can be tentatively held based on space availability between three months and one year prior to the date requested. Hold requests further in advance than one year or less than three months in advance will be at the discretion of Center staff.

Section 3

Booking & Contract Procedures

Reservation and Contracting

After the Client has submitted a completed inquiry, Center staff will review it and determine whether the reservation can be accepted. Estimated costs, for the use of the facility, services, labor, equipment rental, and other fees, shall be set to the Client after the inquiry has been reviewed.

Following tentative confirmation of a rental booking and the Client's agreement to the estimated cost and conditions, a contract will be issued. The contract should be completed and returned to The Center as soon as possible after receipt but not later than ten business days after the contract has been issued by The Center. The Center has not made a binding commitment to reserve space, equipment or services until The Center receives a deposit of one third of the estimated cost. Non-profit Clients must also provide proof of 501 (c) (3) status.

Insurance and Indemnification

Prior to any use of The Center, and throughout the period of the Client's use of The Center, the Client shall procure and maintain insurance for its event as described below:

The Client must provide evidence of appropriate insurance protection with limits of not less than \$1,000,000 combined single limit (CSL) for bodily injury and \$1,000,000 for property damage.

This Certificate of Insurance shall be furnished to the Center with the signed contract or no later than ten business days prior to the start of the Rental. The insurance shall be in effect beginning the day before the permit period and ending the day after the last date of the agreement. For some events the insurance protection limits may be higher than those stated above.

Certificate Holder must be listed as follows:

The Katharine Hepburn Cultural Arts Center
300 Main Street
Old Saybrook, CT 06475

Include as additional insured both of the following:

The Katherine Hepburn Cultural Arts Center
The Town of Old Saybrook, 302 Main Street, Old Saybrook, CT 06475

Indemnification

By signing a contract, the Client agrees to indemnify and hold the Katharine Hepburn Cultural Arts Center harmless from all damages and/or injury to persons and/or property which arise from or are in any way connected to the reserved use of the Center, and for losses resulting from the same which are not covered by insurance.

Section 4

Cost, Fees & Payments

General

In no case shall The Center be responsible for any expenses related to a Client's event. The Client is solely responsible for all expenses related to its event.

Deposit

The Client agrees to pay the full estimated cost of the rental in advance of its date of load-in or first use.

- A check for one third of the estimated cost must accompany the signed contract
- Unless other terms have been agreed upon, the full deposit, 100% of the estimated cost, must be received no later than 2 business days prior to the first day of the rental.

All checks must be made payable to: **The Katharine Hepburn Cultural Arts Center.**

Financial Reconciliation

If the final cost of the rental is less than estimated costs and therefore less than the Client's deposit, The Center will reimburse the difference to the Client. The Client agrees that, if event expenses are greater than the deposit, the Client will pay The Center the outstanding balance within ten business days of receipt of the invoice.

If the event is ticketed, The Center will deduct event costs in excess of the deposit from the event's box office receipts as a part of its financial reconciliation.

For all paid, public, ticketed events, the Box Office will prepare a report summarizing ticket sales conducted by The Center and its online sales agent within five business days of the last day of Client's event.

The Center reserves the right to staff the Client's event with the staff which the Center deem necessary to produce a safe, high quality event. Staff needs will be discussed in the inquiry process but the Center maintains the right to modify these needs as events warrant. Notwithstanding the above, the minimum staff required for an event is one Technician. Most events will require a minimum of two (2) technicians, but some isolated events may require more or fewer. The Center staff will be paid based upon their then-current normal individual hourly rate.

Any special professional cleaning or repair required as result of damage during an event will be directly billed to the Client and/or deducted from the Event/Box Office Settlement. Cleaning and repairs are at the discretion of the Center and are non-negotiable.

Music Rights Fees

It is the responsibility of the Client to obtain the right to perform copyrighted music from the appropriate agency including music licensing (ASCAP and/or BMI). The Client is solely responsible for the content presented on the Center stage during the Client's performance or event.

Section 5

Venue Management

General

Center Staff is responsible for the safety and security of The Center and the public, and shall manage the facility accordingly at all times. All aspects of the operation and management of the facility, including theatre temperature and ventilation, sound control levels, security, fire safety procedures and other event management related aspects shall be at the discretion of Center Staff.

The Client shall designate one person as the primary contact to communicate with Center Management. If this person is not the contract signatory, the name and contact information of the primary contact shall be provided at contract signing and the Client agrees that decisions made by the designated contact are binding.

Non-Exclusivity

The Center will make every effort to schedule the facility so that Client will have sole use of contracted areas when it is in occupancy. However, this is not always possible during the entire period of its use of the facility. The Center has the right to schedule other organizations and events in the Center when the Client is not scheduled to be in the space so long as this does not interfere with the Client's ability to present its event on the schedule as agreed to in advance by the Client and The Center. The Center will inform the Client of other events that become scheduled near the Client's event. The scheduling of additional events in The Center during the unused portion of the Client's period of occupancy will not result in a reduction of costs.

Staffing

Administrative oversight, house management, and usher staff are under standard terms included in the base rental price. All hourly labor including technical and janitorial services shall be at the expense of the Client. The Center shall determine the appropriate labor needs for each event based upon Client's event requirements. All activities and work shall be under the direction and control of a Center staff member at all times. Center Management will have the right to approve or reject any personnel proposed by the Client for any reason.

Client Personnel

The Client shall provide The Center with a list of key personnel (along with their functions and contact information) who will need access to The Center. The Client or designated representative must be present or in direct communication with Center staff as needed from preparation through strike and restore of the event. These personal must remain attentive and sober at all times including until Center's Management deems the Performance or event completely loaded out and the Client's Personnel are released.

At no time will the Client or the Client's representative or staff be permitted to handle or use in any way The Center's equipment (including sound, lights, projectors, stage house equipment, props or other theatrical equipment) without the permission of the Management Staff. Persons not directly related to the production are not allowed in the box office, control, observation, or projection booths, or backstage areas during rehearsals or performances except with permission from The Center

Spaces

Museum: No tables, signage, food, beverage or any other Equipment may be placed in the Center museum at any time.

Patio/Tent: All Equipment necessary for a successful event by the Client must be provided at Client's the organizing and expense in accordance with the terms of Section 8/Production/Additional Equipment below. Equipment placed on the patio must be contained under the Center's tent and may not spill out to surrounding grass and sidewalk areas. Exterior doors of the Center may not be blocked at any time in accordance with Connecticut State building and emergency codes and the Americans with Disabilities Act (ADA)

Section 6

General Facility Regulations

- Smoking is prohibited in all areas of The Center.
- Food and beverage not purchased from The Center Concessions/Bar are prohibited in the house of the theatre. Alcoholic beverage sale and consumption must follow the State of Connecticut law and are permitted in The Center only under specific, controlled circumstances.
- Animals are prohibited in all areas of The Center, except dogs assisting persons with disabilities, and as required on stage for events.
- Fire and safety regulations shall be in accordance with Connecticut State codes and shall be enforced by Center staff.
- Center staff must be notified of any planned use of fog and haze.
- Open flame, fireworks, flash pots or other pyrotechnic devices are prohibited.
- The Client shall not erect or operate within the building any engine or machinery powered electrically, manually, or by air or steam, except on stage in approved commercial theatrical devices. No oil-burning fluids, kerosene, solvents, gasoline or other highly volatile fluids shall be used for any purpose. No device using pressurized, bottled gas is permitted in the building.
- Materials or equipment containing asbestos are prohibited.
- Within The Center no sign or banner may be affixed to any surface (this includes but is not limited to seating, walls, ceilings, artwork and all painted surfaces) without prior approval.
- Exterior signage is prohibited without prior approval from The Center.
- The cost of any cleaning or repair necessary to The Center as a result of the Client's event will be charged to the Client and deducted from the security deposit and/or box office receipts. The Client hereby agrees to reimburse The Center for any cost in excess thereof.
- Opening Night parties or other extended after-show receptions must seek prior approval from Center Management. For any performance/event not followed by load-out, it is expected that all patrons and performers will exit the theater within 45-60 minutes following the conclusion of the performance.

Sponsorship and Fundraising Activities

No events with corporate sponsorship and/or fundraising activities may take place without prior consent by The Center. The Center may request additional information about such activities prior to granting approval. The Center reserves the right to withhold its approval of these activities or restrict the visibility of the sponsorship for any reason.

Section 7

Box Office

General

No person will be admitted to a ticketed event in The Center without a valid ticket. All events with assigned seating, private events and those open to the public, shall be ticketed events. Use of a theatre, whether the event is public or private, is assumed to require ticketing. If the Client wishes to use a theatre without tickets being issued it must be approved by Center Management.

All ticketed events must be ticketed exclusively by The Center Box Office. Sales may not take place through any other agent without prior approval. Fees for ticket services shall be determined by The Center. They may include a set-up charge, a ticket-printing charge for consignment or complimentary tickets, Box Office charge and a fee based on gross sales. ***In addition, the ticket buyer's purchase is subject to a \$(Negotiated/Contract Face) administrative fee which is removed in settlement with the Client (applied to paid and complimentary tickets) and a service fee of \$3-6 per ticket (\$.01-\$19.99=\$3, \$20.00-\$59.99=\$4, \$60.00-\$79.99=\$5, \$80.00+=\$6) payable to The Center Box Office by the ticket purchaser for transactions via box office, phone, internet and mail. This fee schedule is subject to change.***

The Center's ticketing website shall be the only source of online ticket sales. The Client shall not enter into an agreement with any ticket agency, discount ticket agency or box office with regard to an event at The Center, nor may the Client print tickets or otherwise create and sell their own tickets.

At no time shall the number of tickets sold or otherwise distributed exceed the capacity of the venue. The capacity for the venue shall be determined by the seating capacity less any seats removed for sale or distribution, for production or other purpose.

Tickets on Sale

Information for ticketing must be provided to The Center no less than five business days prior to the event going on sale. The Client's tickets will go on sale between six to ten weeks prior to the event or at a time mutually agreed to by the Client and The Center. No tickets will be printed or go on sale to the public until the Client's contracting requirements have been completed.

The Center may require that the Client's ticket on-sale dates be in a specific time period to allow appropriate management of ticket sales so all ticketing operations receive the proper attention.

Contract Seats, Comps and Changes

The Client must identify any seats or sections of seating to be made unavailable for sale prior to tickets going on sale to the public. These holds must include seats reserved for production/technical use, VIP seating or Client use as well as seats removed from sale for sightline considerations or any other reason.

The Center reserves the use of two pairs of tickets, at locations of its choice, for each performance, at no cost to The Center. Except for two pairs of house and emergency seats, all other unused seats will be placed on sale or returned to the Client no later than 24 hours prior to the performance.

The Client must deliver a seating manifest of all consignment or complimentary tickets to the Box Office no later than three hours prior to curtain.

Backstage Passes

Due to the limited size of the stage, backstage areas, and dressing rooms, backstage passes are not encouraged. If backstage passes are issued, a maximum of six per show may be issued, and a representative provided by the Client must escort backstage pass holders at all times while not in patron designated areas.

Box Office Hours

Regular Box Office hours are Tuesday through Friday 10:00 am to 4:00 pm. Evening and weekend hours are contingent on performances. On weekend performance days the Box Office will open at least one hour prior to the first curtain and remain open through intermission. The Box Office is closed Saturday –Monday and holidays, when there are no performances.

Section 8

Production & Stage Operations

Technical Requirements Deadline

The Client must provide The Center with the necessary technical requirements, no later than two weeks prior to the performance(s). The Client must also provide estimated time of load-in, technical rehearsals and load-out.

Technical Personnel

All groups using The Center are obligated to use The Center's technical personnel unless special arrangements are made prior to contract signing. The size of the crew will depend on the nature of the event and will be determined solely by The Center once the schedule and needs of the production are assessed.

Union Affiliation

The Center's professional crew is not represented by IATSE or any theatrical union.

Backstage Personnel Work Rules

The minimum call for any Crew Person is four (4) hours.

The maximum call is eight (8) hours, with a meal break after 4-6 hours before a variable rate is increased to 150%.

Additional Calls

Center crew members are freelance technicians who may not be able to continue to work past the originally scheduled call time. In the event that it is necessary to add time to a call or increase the number of crew persons at the last minute please be aware that this will only be possible if: 1) The Center is made aware of the request in advance; 2) the space is available and 3) the crew is available. The Center cannot guarantee that it will be able to provide the Client with additional crew members, unless the request is made five business days in advance of the call.

Responsibilities

Crew members may not be asked to run errands that will take them away from their primary responsibilities or outside of The Center. The Client must provide or arrange for a runner if non-technical tasks or errands are anticipated.

Stage hands for the Client's event are drawn from the regular freelance house crew for The Center. Their responsibilities go beyond the duties assigned to them for the Client's event. They are on call to maintain and protect the space as well as to assist the Client with its event. The crew's call may begin before the Client's personnel arrive and continues after the performance duties are finished; they are required to stay until all audience and performers have left. The set-up, clean-up and lock-up time is a part of the Client's labor bill.

Stage Equipment

Lighting: The Center makes available limited "white wash" lighting for general rental needs. Additional lighting equipment and design is available at additional cost. The time needed to hang additional or altered lighting and to restore the "house hang" will be at the Client's expense. This work will be scheduled prior to and following the Client's occupancy and is a part of the Client's use of the space.

Sound: The Center has available a standard public address system and additional sound reinforcement equipment can be made available based upon the needs of a Client's event. As with lighting, the cost varies with the amount of equipment and the time needed to set up and restore.

Additional Equipment Rental

If additional equipment not owned by The Center is needed, the Client must arrange for the rental of such equipment. The Client shall be responsible for all expenses related to delivery, use and pick-up of such equipment. The Center does not make any guarantee with respect to the quality and function of such additional equipment. Delivery and pick-up of rental equipment must be coordinated with The Center. If the Client uses wireless devices such as microphones or radios other than those provided by The Center, the frequencies of the devices must be cleared and tested in advance, as they may conflict with other wireless communications in the area.

Construction

Stage scenery will be constructed elsewhere, not on stage or backstage at the Center. Backstage is for storage not construction. This is particularly true for cutting wood due to sawdust and its effects on stage curtains and lighting equipment. Small portions of wood may be cut on the 2nd level load-in dock, if necessary.

Audio or Video Recording or Broadcast

The Client or the Client's agents or representatives may not record or broadcast the event without prior written approval of The Center. Should permission be granted, equipment must be set up prior to the opening of the house and may in no way interfere with the performance.

Failure to restore the Center to pre-event condition may result in additional costs at the Center's discretion.

Section 9

House Management & Public Areas

Signage

Although the use of signs is specifically restricted, internal signage related to the event may be placed in the lobbies on the day of the event. Regulations and details regarding the form and placement of this signage are available on request. Plans for signage must be coordinated with The Center for final approval.

There are some locations where banners may be displayed by prior arrangement with Center staff. The Center also has a limited number of easels available for event signage. If interior signs are needed to direct the Client's personnel, they must be provided and posted by the Client after approval by the Center.

The Center operates concessions in its lobby and public areas, including but not limited to food, drink, and merchandise. The Client's activity in the lobby or other public areas may not interfere with The Center's activities in any way.

Concessions

Food and beverage concession service is provided by The Center's Concession/Bar for most public events. No other food or beverage sales are permitted without prior approval. The selling of any Concessions or Alcohol is at the sole discretion of the Center.

Merchandise Sales

The Center permits merchandising of materials related to the Client's Event with prior approval but merchandise sold may be subject to a percentage fee. Inquire with the Center for current rates.

Arrangements must be made if merchandise arrival and storage is needed. Any unsold merchandise must be removed from the building immediately following the event unless specific arrangements are made with Center House Management for storage.

Food and Drink

No food or beverage may be served or distributed in The Center lobby without specific permission of Center House Management.

The Center does not provide catering services. Catering for special events must be arranged directly with a caterer. If outside caterers are used they must be contracted by the Client and provide necessary catering and liquor permits. Arrangements for catering must be made by the Client and coordinated with Center Management. The Center reserves the right to deny any caterer access to the building and rectify any practices the Center deems unsafe regardless of its effect on the Client's event.

Garbage resulting from food or beverage service must be bagged and removed to the building dumpsters immediately following the completion of an event by caterers or Client personnel. Center custodians are responsible for general cleanliness for the event, not for food related garbage. The Client is ultimately responsible for garbage removal.

Unless specific exceptions have been made, absolutely no food or beverages are allowed in the theater. Water is the exception and must be kept in a container that can close/seal.

Photography

Photography in the theater is permitted at the discretion of the Client and only with the permission of the artist. Photography during live events is discouraged and flash photography is not permitted when an audience is present. Flash photographs may only be used during rehearsals or photo calls. If the Client wishes to prohibit all photography and recording during a performance, a preshow verbal or printed announcement (not in a program) is best practice as a reminder.

Security

Security is not typically required for events at The Center. The Center reserves the right to require, at the Client's expense, contracted security for events that may be deemed high risk, controversial, or individuals of a celebrity nature.

Lobby Usage and Access

In compliance with Connecticut State law, exit doors, fire alarm boxes, AED stations and other emergency equipment and egress paths must not be obstructed. Furniture, equipment or décor placed in the lobby must conform to applicable CT State code requirements. Determination of appropriate placement and clearances will be made solely by Center Management and may not be altered. These determinations are not negotiable.

Removable Theater Chairs

The first six rows of chairs in the Theater can be removed for Events. Additional costs apply due to manpower and wear and tear on the chairs. The costs for chair removal and replacement is \$300.

Lobby Audio and Video Equipment

The lobby sound system can be heard throughout both levels of the lobby and museum. It can be used for music (CD or digital) and also public address. The video monitors located in the lobby can provide a single camera feed of the stage via closed circuit. Arrangements must be made in advance with Center House Management staff for the use of this equipment. Operation of these systems and volume levels are controlled by the Center staff exclusively.

Other Lobby Equipment

The Center has a limited number of tables, table linens and easels available for use. Arrangements must be made in advance to reserve this Equipment. For Clients requiring additional tables, chairs, or other necessary items, these must be sourced from a local vendor, paid for exclusively by the Client, and drop off, set up, take down, and pick up arranged between the Client and the vendor with approval by The Center.

Ushers

The Center requires a minimum number of volunteer ushers and house staff for all public and private events. The Center, at its sole discretion, will determine the number of ushers and house staff needed for an event.

The ushers' primary duty is to ensure the safety of patrons, visitors and guests as well as to welcome and assist them. They take directives only from authorized Center Management.

Section 10

Marketing & Publicity

Marketing

The Center does not provide press and marketing services for Rental Clients although special arrangements for Clients to appear in The Center's marketing may be possible. Specific requests will be evaluated as they arise.

Marketing and publicity materials bearing The Center's name are subject to review and written approval by The Center prior to distribution; such approval will not be unreasonably withheld. All event promotional materials must be submitted to The Center by the Client 3 business days prior to distribution. Materials shall include press releases, public service announcements, advertising, posters, flyers, program copy, postcards, invitations and electronic media.

Posters and other visual materials cannot be placed on the front of the building or in the lobby areas prior to the day of the event.

Credit to The Center

Unless otherwise negotiated, the Client shall provide for the following credit to appear on all advertising and on the title page of its program above the title:

“Presented at The Katharine Hepburn Cultural Arts Center by [insert Client name].”

Client shall refer to The Center in all materials as:

The Katharine Hepburn Cultural Arts Center
300 Main Street
Old Saybrook, CT 06475
Box Office Telephone: 860.510.0453
www.thekate.org

Wherever a ticket price is printed, “plus applicable service fee” must accompany the price.

Website

If The Center is selling tickets to the general public to the Client’s event, we will include a listing for the event on our website at no charge to Client.

When the Client returns a signed contract and deposit, please include the following:

1. A short, two-sentence description of event;
2. The credit to be used to advertise the event; e.g., “X presents Y [artist] in Concert”
3. An approved image in a high-resolution electronic file

Programs

Clients must provide their own programs for events. All programs must be delivered to The Center no later than four hours before curtain time.

Section 11

Safe Child Policy

The Katharine Hepburn Cultural Arts Center (the Kate) is committed to creating an environment in which all students and young visitors, ages 18 and under, are treated with respect and dignity. Throughout the entire organization, every interaction with young people will be handled with courtesy, consideration and professionalism.

The Kate expects all full-time, part-time and contractual employees, as well as all volunteers, **and organizations/leadership that rent from the Kate**, to maintain the highest professional standards in their conduct with young people, and to act at all times within these standards of conduct, avoiding even the appearance of impropriety. Understanding the appropriate boundaries between staff and students in an educational and public setting, all interactions and relationships must exist solely on a staff-student basis.

This policy applies to all Kate employees and volunteers, whether on or off duty, and whether on or off Kate property. **This policy also applies to those who rent from and utilize Kate facilities. (For this purpose, ‘Staff’ refers to the staff/leaders of such rental groups).** Good judgment is expected from all employees and volunteers. Please keep in mind these basic guidelines and policies:

- Staff must be mindful of their inherent position of authority and influence over students.
- Employees and volunteers will avoid being alone with a student whenever possible.
- Physical contact is prohibited.
- If professional touch is required as part of the learning process (for example, costume measurements, stage combat), employees should first explain the process and request the student’s permission.

- Employees and volunteers will not encourage students to share personal information. If a student does initiate a confidence, the subject of which is of consequence to the child's welfare, the conversation must be reported to the Executive Director or a member of the Administrative Staff.
- Any socializing or communication with students outside of the Kate-sponsored events, except as participants in organized activities, is strictly prohibited.
- "Friending" on Facebook and other social networking sites is strictly forbidden as long as a student remains in a Kate program and is under the age of 18 years old.

The Kate's responsibility is not diminished by the presence of school chaperones. While Kate personnel cannot prevent all incidences of a child being put in harm's way either by his/her own actions or by others, it is imperative that Kate personnel and volunteers be mindful of potential situations (e.g. students who request to leave the premises at intermission) and minimize any dangers by creating as safe an environment as possible at all times. If a child attending the theater on a school field trip has been put in harm's way, either by his/her own actions or by another's, the child's teacher is immediately contacted, and asked to be involved.

Kate employees and volunteers are required to promptly notify a supervisor if they become aware of a situation that may violate Safe Child Policy, and to handle that information with complete discretion. The Executive Director or, if absent, a senior member of the Kate Staff, is expected to use sound judgment in determining an appropriate and timely response to any infraction of this policy. Any incidents must be dealt with at the highest level of theater leadership. An informed decision must be made at that time whether other authorities need to be involved: Old Saybrook Police Department and/or the school's administrators.

Summary of Deadlines

10 Business Days Prior to Ticket On-Sale Date

Photographic image for center website submitted
 Short blurb describing event submitted
 Promotional materials submitted
 Ticket pricing and printing information due

Ticket On-Sale Date

Contract signed
 50% deposit paid by check

2 Weeks Prior to Event

Technical rider and requirements due

10 Business Days Prior to Event

Insurance Certificate due

5 Business Days Prior to Event

24 Hours Prior to Load-In

List of Client personnel due

4 Hours Before Curtain Time

Programs for public events due
 Complimentary ticket names must be provided to Box Office

I have read and agree to the above policies.

Client Signature

Date

Client Printed Name

Client Phone Number

Client Email Address

I agree to the Indemnification Waiver as listed in this document

Client Initials

I agree to the Safe Child Policy as listed in this document

Client Initials