



North Idaho College

Schuler Performing Arts Center Confirmation / Contract

Lessor: North Idaho College (NIC)

Organization (Lessee): Charter Academy

Event Contact: Michael Harrison Gayla Fleming

Email: gfleming@cdacharter.org

Phone:

Business Address:

Event Title: Bach to Rock

Reservation #: 2023-AAKBPZ

Event Date: May 22, 2024

Anticipated Attendance: 600

Type of Event: School music concert

Addendum(s):

This is a confirmation of the date(s) you have booked with us in Schuler Performing Arts Center. Based on the information we have at this time your **estimate** is **\$2500**. Personnel and equipment charges are pending event needs.

Catering estimates are not included in this estimate. Please contact Dining Services at 208.769.3359 catering@nic.edu.

To ensure your event is successfully booked:

- Please pay N/A as a non-refundable deposit to secure your date(s).
- Please sign & return:
 - Schuler Performing Arts Center signed **Confirmation / Contact**
 - Schuler Performing Arts Center signed **Policy Agreement**
 - Schuler Performing Arts Center completed **Press Pack**

Return of the 3 completed forms (listed above) and the processing of the Lessee's deposit by NIC, establishes a binding agreement between the Lessee and North Idaho College.

Thank you for choosing North Idaho College.

Signature of Lessee

Angela Durick

Date 3-18-24

Printed Name ANGELA DURICK

Title CFO, BUSINESS MANAGER

Organization (Lessee) CDA CHARTER ACADEMY

501(c)(3) # 82-0509670

Please note that this is NOT a quote and the final invoice is pending actual event needs and attendance. Failure to return this signed form within 10 working days of receipt could result in loss of reserved date(s).

Schuler Performing Arts Center Policy Agreement

Lessor: North Idaho College (NIC)

Organization (Lessee): Charter Academy

Event Contact: Michael Harrison Gayla Fleming

Email: gfleming@cdacharter.org

Phone: 208-676-1667

Business Address: 4904 N DUNCAN DRIVE, COEUR D'ALENE ID 83815

Event Title: Bach to Rock

Reservation #: 2023-AAKBPZ

Event Date: May 22, 2024

Anticipated Attendance: 600

Type of Event: School music concert

Policies

Facilities

Schuler Performing Arts Center (S-PAC) has a seating capacity of 1159 with an adjustable performance area of 1800 sq. ft. Rental rates are based on a 7:00am to 12:00 midnight time period. Daily rental space includes "Green Room" and dressing room with full restroom facilities (showers and lockers). Additional space is based on availability. Any changes to North Idaho College (NIC) space must be approved by S-PAC manager; this includes but not limited to: signs, ropes, seats or seating, aisles and walls.

Food and drink will not be allowed in S-PAC. Lobby space or additional rooms may be designated for this purpose. NIC is designated as a non-smoking, tobacco and e-cigarette free campus www.nic.edu/policy/. Considerations to this policy for artistic necessity must have approval from the S-PAC manager.

Lessee understands that the spaces identified in this agreement are primarily educational in nature and may have displays that further the mission and values of Lessor (North Idaho College). The Lessee agrees to not alter, cover or any other way conceal the displays that have been set forward by the Lessor, without first receiving Lessor's approval.

Placement of camera tripods, wheelchairs, walking aids or any other potential obstructions will be arranged in accordance with safety regulations and S-PAC Manager.

ADA Compliance

In compliance with the Americans with Disabilities Act Public Law 101-336, S-PAC has eleven designated areas for wheelchairs or other transportation aids.

Hearing impaired patrons may request additional audio equipment (T-Loop or headphones) that amplify program content during the performance. S-PAC usher staff will provide assistance upon request.

Reservations

Reservations are taken on a priority basis in the following order:

1. North Idaho College and its programs
2. Returning clients with annual performance dates (*e.g. 2nd Saturday in November*)
3. Returning clients with new dates
4. New clients

Reservations are considered during the month of January for the upcoming fiscal year (July through June). Multi-year reservation(s) are considered on an individual basis.

Equipment

S-PAC equipment will be made available for use by the client in accordance with the rental/use rates for said equipment, upon approval of the S-PAC manager. Additional equipment (if needed) will be the responsibility of the client. Use of any equipment during an event or performance must have the approval of the S-PAC Manager. The S-PAC Manager or designee has the right to dis-allow the use of equipment that is unsafe for persons or property.

Staffing

The Schuler Performing Arts Center manager is the person designated by NIC to be in charge of the event(s) outlined in this contract. All staffing for event(s) or performance(s) must be approved by S-PAC Manager. All primary tie-ins and electrical alterations will be performed **exclusively** by NIC Physical Plant electricians following accepted local and Idaho State Electrical Codes.

Technical, Operational & Artistic Direction

Lessee(s) will designate or assign one person (listed on contract) to be responsible for questions or communication with the S-PAC Manager concerning operational, technical or artistic decisions or direction. The S-PAC must receive a Technical Rider (describing the event's technical needs) as well as any other riders at least 15 days prior to the opening of the event.

Concessions & Merchandise Sales

Concession sales of food and drink are the exclusive rights of S-PAC. Promotional Merchandise may be sold by the client (with S-PAC manager approval) in designated areas, but will be assessed a surcharge of 15% of gross sales.

Press Pack

Prior to the beginning of ticket sales, a complete packet of event or performance information must be given to the S-PAC Manager. This packet will include:

1. Date(s) of event or performance
2. Time(s) of event or performance
3. Cost of tickets (including discounts)

4. List of ticket outlets (with phone #'s)
5. Title of event or performance
6. Brief description of event or performance (this could be used in NIC's communications)

Advertising & or distribution of tickets

Prior to announcing, advertising and distribution/sales of tickets, all ad copy and ticket samples for said purpose must be submitted to and approved by the S-PAC manager. Any deviations or alterations of the agreed upon items may result in penalties or termination of this agreement.

Cancellation & termination by North Idaho College

Should occurrences beyond the reasonable control of North Idaho College, including but not limited to (1) acts of God, (2) government regulation or advisory (including travel and/or health advisories), (3) pandemics and health emergencies, (4) disasters, including fire and extreme weather events affecting the campus, (5) shortages or disruptions of the electrical power supply or other essential utilities reasonably beyond the College's control (collectively referred to as "occurrences"), (6) campus closures, make the event commercially impracticable, impracticable to perform, illegal or impossible to perform under this agreement, North Idaho College may terminate this agreement without liability, upon written notification.

Insurance

The Lessee shall provide public liability insurance for personal injury and/or property damage as specified and will supply the S-PAC Manager with a Certificate of Liability Insurance in the amount of \$1,000,000 that names **North Idaho College** as the first insured. **Certificate of liability should be received by the S-PAC Manager thirty (30) working days prior to the event or performance.** Failure to do so may result in cancellation of event.

Payment

Payment in full is due upon receipt. A 2.5% fee will be applied to the balance each month after until account is paid in full. North Idaho College will accept Cash, Check or Money Order made payable to North Idaho College.

Additional Policies and Procedures may be found at www.nic.edu/policy/.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document.

Signature of Lessee  Reservation # **2023-AAKBPZ**
 Date 8/18/24
 Printed Name ANGELA DURICK Title CFO, BUSINESS MANAGER

Failure to return this signed form within 10 working days of receipt could result in loss of reserved date(s).

Schuler Performing Arts Center Press Pack

Event Details

Event Title Bach to Rock

Event Date(s) May 22, 2024 Reference # 2023-AAKBPZ

Presented by Charter Academy

Event Length: 1st half _____ 2nd half _____ Event Start Time _____

Event Contact Michael Harrison Gayla Fleming Contacts Phone _____

Contacts Email Address gfleming@cdacharter.org

Doors typically open 30 min. prior to the event start time. Other arrangements must be noted on this document.

Intermission? Y N length of intermission requested: _____

Recording Devices Allowed: Video Audio Flash Camera - no flash

Event Ticketing

General seating with ticket General seating free Reserved seating
 Other _____

Admittance

Ticket pricing: Adult \$ _____ Senior \$ _____ Student \$ _____

Age category: Adult _____ Senior _____ Student _____

Babes in arms: Allowed free Discouraged

Children: Under _____ discouraged Under _____ not allowed

(Any restrictions will be noted as producer's preference)

Ticket Outlets

_____ Phone _____
_____ Phone _____
_____ Phone _____

Brief Description of this Event

Description may be used in NIC communications (when space is available).

IMPORTANT: *The information within this document will be used for scheduling staff and support resources. Any changes to the event: such as time of event or additional times or spaces requested must be submitted to the S-PAC Operations Manager.*

Your Name *(please print)* _____