

METHOD AND FORM OF PAYMENT COMPLIMENTARY TICKETS

Payments are made by check and mailed from the University of Mississippi. Cash and Certified Check payments are not possible. Where the performer participates in box office revenue, the settlement will be made by check sent via regular mail. This could be as many as fourteen days after the performance. Any charges related to damages or use of the facility incurred by the performer will be deducted from the final payment or proceeds.

Complimentary tickets shall be limited to twelve (12) only, or the number specified in the performance contract, whichever is lesser, with seating locations at the sole discretion of the Center. The tickets will be released 48 hours prior to the performance time unless the artist informs the Center otherwise. A reservation list must be conveyed to the Center no later than 48 hours prior to the performance time.

CONCESSION SALES

The Center will retain 15% of all such sales. All such activity including placement of merchandise and signage shall be at the sole discretion of the Center. No tables will be placed in the lobbies of the Center without the permission of the Director of the Center. All such activity is under the exclusive control of the Center. Ford Center lobby furnishing and appointments are not to be disturbed in any manner. Nothing shall be attached to any wall surface in the lobby or theatre spaces in any manner whatsoever. A fine of one hundred dollars per occurrence will be assessed.

HOSPITALITY:

Arrangements for meals are made with outside catering services or provided by support groups as appropriate. It is the responsibility of the performers to discard trash and keep the backstage area clean and clear of food waste.

Any and all food and beverage items provided by the center are for on site consumption only.

Alcoholic beverages are not allowed in any area of the Center. This is a state law and is absolute. The Center reserves the right to remove or cause to be removed any person from the premises without cause.

All catering services are to enter through the loading areas at the rear of the theatre. Fees will be assessed by the Center for cleaning, waste or theft.

WARDROBE AND DRESSING ROOMS

Dressing rooms and backstage areas are cleaned prior to all events. During performance runs access by cleaning staff is restricted to avoid potential damage to costumes, sets and props. It is the responsibility of the artist to keep this space clean and orderly. If special cleaning is required, please inform the Center and arrangements will be made to meet this need. Companies will be billed for excessive mess, wear and tear or abuse of the facility and facility resources.

Under no circumstances is smoking allowed in any area of the Center.

When the Center provides laundry services, the Center will ONLY launder clothing that is related to the production. Personal laundry is the sole responsibility of the cast and crew - not the responsibility of the Center under any circumstance. The Center has one large capacity washing machine, one large capacity dryer, ironing board, iron and one commercial grade garment steamer. Only distilled water is to be used in the steamer and iron.

HOUSE CREW AND PRODUCTION SUPPORT

Volunteers, student assistants and/or paid professional Center staff support Center operations. Special care is taken to place volunteers and students in departments in which they will perform well.

The Center will at its sole discretion determine whether or not the in house crew provided by the Center is being utilized appropriately. At any time that the Center management observes any crew member idle during load in, show call and load out, the Center will release all or portions of the local crew compliment. Poorly organized, confrontational and wasteful production activity will result in the final settlement being withheld and deductions made to compensate the Center for wasted resources.

HOUSE OPENING AND CURTAIN

The theatre will be clear and dark of any production activity and ready to open one hour prior to curtain time for the event. The theatre will open for seating no later than sixty minutes prior to curtain. These times are absolute. Curtain time shall be at the time stated in the contract. The theatre is required by law to play a house fire announcement that also addresses recording devices and cell phone restrictions prior to the start of any performance.

HOUSE SOUND EQUIPMENT AND LOCATION

Center sound and lighting installations are not to be disassembled, altered or tampered with in any manner. Performers shall work within the parameters of the Center technical capacities and it is understood that the sound and lighting equipment in the Center is suitable and acceptable to the performer. The Center will have the final and sole authority to approve or change the manner in which the performer operates Center systems. The Center shall determine acceptable sound pressure limits which shall be maintained throughout the performance.

08/03/12

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GERTRUDE C. FORD CENTER FOR THE ARTS VENUE ADDENDUM

This addendum is part of any artist agreement with the Center and shall remain in force unless otherwise agreed to in writing by the Center

Agreed to for the Artist by:

Date:
