

# MEMORANDUM OF UNDERSTANDING

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This is an agreement among and between the **Sun City Community Theatre (SCCT)**, **The Summer Drama Series (SDS)** - a special interest group of SCCT), and **Lifestyle Services** of the Sun City Hilton Head Community Association (LSS).

## 1. PURPOSE

The purpose of this Agreement is to define the relationships and operating procedures of a joint venture created by the parties to produce dramatic plays in Pinckney Hall. In addition to the terms outlined here, SDS will be subject to policies, rules and procedures of the SCCT by-laws. SDS and SCCT will also adhere to policies and procedures set forth by LSS with respect to Pinckney Hall. This Agreement is consistent with SCCT's objective of broadening its offerings to the community and membership and with LSS's objective of providing good quality and good variety in entertainment to the community throughout the year.

## 2. PLAY SELECTION

SDS will select the plays to be performed, one in July and one in August of each year, subject to the agreement of the SCCT executive board. SDS will offer plays of a dramatic nature, with small casts and minimal requirements for technical and production support. LSS and SDS will jointly determine the number of performances each year, and LSS will assign performance dates.

Plays will be selected with a view to placing minimal demands on SCCT resources, such as sets, props, audio, costumes and lighting. SDS will select the Directors and Producers for each show, after soliciting proposals in accordance with SCCT practices.

## 3. PRODUCTION

### 3.1 General

Although SDS productions should have minimal requirements for SCCT technical support, it is understood that SCCT will support the SDS, as necessary.

The plays will be produced in Pinckney Hall. LSS will schedule the dates and will configure the hall as a cabaret theatre environment (tables and chairs) to accommodate approximately 100 - 125 patrons. LSS may sell wine and beer at specific times before the performance and during intermission, if any. Patrons may bring their own wine, beer and food (but not alcoholic beverages). Doors will open one hour before the scheduled performance.

### 3.2 Sound and Light

LSS will provide a sound and light technician for the performances, one technical rehearsal two days before opening, and one dress rehearsal the day before opening. The SDS producer will coordinate requirements with LSS. SDS may also call on SCCT resources as needed.

### 3.3 Sets

Minimal requirements for set design and decor will be a major criterion for play selection. SDS members will be responsible for obtaining the required objects, in coordination with the appropriate SCCT technical committee. LSS will provide storage space in Pinckney Hall for set and props from the day of technical rehearsal to the day after the show. LSS will, on request, provide transportation for large set pieces and furniture; SDS will provide labor for loading and unloading.

### 3.4 Costumes and Makeup

SDS will draw upon SCCT's existing inventory of costumes and seek assistance from SCCT's make-up personnel, as necessary.

### 3.5 Casting

Casting will be by open audition within Sun City, in accordance with SCCT procedures. In some cases, such as where the role is age or race specific, it may be necessary to cast a special role outside Sun City.

### 3.6 Stage Crew

SDS will coordinate stage crew and properties requirements with appropriate SCCT technical committees. The Pinckney Hall stage will be configured with "pipe and drape" equipment to provide needed wing and backstage space.

### 3.7 Rehearsals

Rehearsal space will include the Argent facility and various rooms in Pinckney Hall. SDS will schedule the Argent facility in accordance with SCCT procedures, and will coordinate scheduling of Pinckney Hall with LSS. In addition, LSS will make the Pinckney Hall stage, including sound and light technical support, available for a technical rehearsal two days before opening and a dress rehearsal the day before opening, at times to be agreed between LSS and SDS.

## 4. PUBLICITY

### 4.1 Advertising

The shows will be promoted as a joint venture between LSS and SCCT. In coordination with SDS, LSS will, at its expense, produce agreed advertising materials and publish them in appropriate places such as SunSations, the SCHHA website and newspaper articles. SDS may also, in coordination with LSS, create and disseminate additional publicity materials.

RS 1-22-15  
JS  
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RCT  
1-23-15

### 4.2 Programs

LSS will produce the show program, in coordination with SDS. It is anticipated that the programs will be simple fold-overs, with no advertising.

## 5. TICKETING

LSS will be responsible for ticket sales, both in advance and at the door. The price will be \$12 per performance for all tickets (no discounts). LSS and SDS will each have the right to four (4) complimentary tickets per show (not per performance). SDS will provide ushers for the shows.

## 6. FINANCES

### 6.1 Budgets

The Chairperson of the SDS will prepare a detailed expense budget for all anticipated production costs along with a projected revenue budget. This budget will be presented to the Department Head of LSS for review and input. Both the Department Head of LSS and the chairperson of the SDS will sign off thereby approving the budget. The agreed-to budget will be provided to the SCCT Treasurer by the SDS.

### 6.2 Revenues

Ticket sales will be handled by LSS and monies will be deposited with the Sun City Hilton Head Community Association (SCHHCA). Deposit amounts will be communicated to the SCCT Treasurer. Revenues and the related expenses from wine sales will accrue to LSS.

### 6.3 Expenses


SDS will be responsible for all production expenses, including license fees, set construction, props, costumes and makeup, and will manage its finances in accordance with SCCT financial policies. LSS will be responsible for the costs of ticketing and advertising, and any costs associated with the use of Pinckney Hall, including sound and light. All expenses incurred must be within the budgeted amounts indicated above. Any deviation from the budgeted amounts needs prior approval by the other party.


Expenses are interpreted to mean actual monetary outlay for a specific expense, not an imputed or attributed expense.

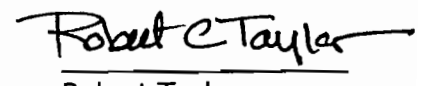
### 6.5 Final Accounting and Distribution of Profit or Loss

SCCT and LSS agree to share equally the profit or loss from each show, taking into account all related expenses and revenues per the budget (except wine and beer sales). Within 30 days of each performance, the SCCT Treasurer and LSS will meet to determine the final profit or loss from the production. If there is a profit, then the SCHHCA will issue a check for the one-half (1/2) of the final profit to SCCT. If there is a final loss, then the SCCT will issue a check to the SCHHCA for one-half (1/2) of the final agreed upon loss.

Agreed to this 19<sup>th</sup> day of January, 2015.

  
Jackie Bates  
Lifestyle Services  
1-19-15

  
Roscoe Sandlin  
President, SCCT

  
Robert Taylor  
Chair, SDS