

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

**FULTON COUNTY, GEORGIA**

**CONTRACTOR:** Twinhead Theatre

CFS STAFF

*Robert L. Pitts*

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

ATTEST:

*Tonya R. Grier*

Tonya R. Grier  
Clerk to the Commission

(Affix County Seal)



APPROVED AS TO FORM:

*Chad Alexis*

Office of the County Attorney

APPROVED AS TO CONTENT:

*David Manuel*

David Manuel, Director  
Fulton County Department of Arts & Culture

LEGAL STAFF

Please select RCS or RM

RCS

RM

Attach a copy of the notarized signature page & LOA

DocuSigned by:

*Brittany Harper*

887FEC57E03743A...

Brittany Harper, Board Chair

ATTEST:

Please select Attest or Notary from the checkbox

Signed by:

*Diana Brown*

7D65CEEB1993454...

Type Name Here, Executive Director

(Affix Corporate Seal)



Attach the LOA using the paper clip.

ATTEST:

Notary Public

(LOA)

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_  
REGULAR MEETING

ITEM#: 25-0786 2<sup>nd</sup> RM: 10/15/2025  
SECOND REGULAR MEETING



565 Mead St. SE, Atlanta GA 30316

October 15, 2025

**LETTER OF AUTHORITY**

To whom it may concern,

This letter certifies that Diana Brown, Executive Director ([atlantafringefestival@gmail.com](mailto:atlantafringefestival@gmail.com), 678-938-4473), has the authority to enter into contracts on behalf of Twinhead Theatre (dba Atlanta Fringe Festival) with the Fulton County Commission under the guidance of the Fulton County Arts Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Lyrric Jackson", with a long horizontal flourish extending to the right.

Lyrric Jackson  
Member, Board of Directors  
[lyrric@lyrricjacksondance.com](mailto:lyrric@lyrricjacksondance.com)  
(770) 846-6671

**AMENDMENT NO. 1 TO THE CONTRACT FOR SERVICES AGREEMENT  
BETWEEN FULTON COUNTY, GEORGIA AND CONTRACTOR**

Contractor: Twinhead Theatre  
Address: 565 Mead Street SE  
City, State Atlanta, GA 30315  
Telephone: (678) 938-4473  
E-mail: atlantafringefestival@gmail.com  
Contact: Diana Brown

**W I T N E S S E T H**

WHEREAS, pursuant to O.C.G.A. § 36-1-19.1, Fulton County is authorized under the laws of the State of Georgia to enter into contracts for services with individuals, corporations and institutions, for purely charitable purposes, including benevolent purposes for arts and humanities, and to purchase services from such individuals, corporations and institutions; and

WHEREAS, Twinhead Theatre has submitted to the Fulton County Department of Arts & Culture ("FCAC") an application for Fulton County funding associated with the Fulton County Contracts for Services program for arts-related services, and the Fulton County Arts Council has recommended that this funding be made available to Twinhead Theatre by the Fulton County Board of Commissioners ("BOC"); and

WHEREAS, on June 18, 2025, the Fulton County BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0476; and

WHEREAS, Fulton County ("County") entered into a Contract for Services Agreement with Twinhead Theatre to provide arts-related services, dated June 18, 2025; and

WHEREAS, on September 17, 2025, the BOC approved Resolution 25-0721, which amended Fulton County's budget to increase the departmental budget for the FCAC by an additional \$1,700,000.00 based on current underruns in the County's overall Fiscal Year 2025 budget; and

WHEREAS, in light of Resolution 25-0721, the Fulton County Arts Council made new recommendations to the BOC, which included an additional contribution amount of **\$6236** for Contractor; and

WHEREAS, on October 15, 2025, the BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0786.

**NOW, THEREFORE,** the County and the Contractor agree as follows:

This Amendment No. 1 to the Contract for Services Agreement between Fulton County, Georgia and Twinhead Theatre (“the Parties”) is effective as of this the 15 day of October 2025. The Parties agree that all Services specified will be performed in accordance with this Amendment No. 1 to Form of Contract and the original Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** Contractor is to perform the Scope of Work set forth in the original Contract.
2. **COMPENSATION:** The services described under the Scope of Work in the original Contract shall be performed by Contractor for a total additional amount not to exceed **\$6236** (SIX THOUSAND TWO HUNDRED THIRTY SIX DOLLARS).
3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chairman of the Fulton County Board of Commissioners, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

### Certificate Of Completion

Envelope Id: FA3CC6A3-B339-48D0-9DE7-3A37AD4A14A3

Status: Completed

Subject: Please DocuSign: Twinhead Theatre - 2025 CONTRACTS FOR SERVICES- - AMENDMENT - Aenda Item - 25-0786

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 4

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 0

Sharon Maloney

AutoNav: Enabled

Stamps: 2

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Atlanta, GA 30303

Sharon.Maloney@fultoncountyga.gov

IP Address: 134.231.232.249

### Record Tracking

Status: Original

Holder: Sharon Maloney

Location: DocuSign

10/24/2025 10:03:52 AM

Sharon.Maloney@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

### Signer Events

### Signature

### Timestamp

David Manuel

DocuSigned by:

*David Manuel*  
E41CE12C05E74A9...

Sent: 10/24/2025 10:07:32 AM

david.manuel@fultoncountyga.gov

Viewed: 10/24/2025 10:50:51 AM

Director of Arts & Culture

Signed: 10/24/2025 10:51:00 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 208.190.197.193

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Brittany Harper

DocuSigned by:

*Brittany Harper*  
887FEC57E03743A...

Sent: 10/24/2025 10:51:01 AM

brittanycharper@yahoo.com

Viewed: 10/25/2025 3:34:45 PM

Chair, Board of Directors

Signed: 10/25/2025 3:36:01 PM

Twinhead Theatre, Inc.

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 99.145.229.202

### Electronic Record and Signature Disclosure:

Accepted: 9/23/2022 5:41:43 PM

ID: 63a516f3-9248-453e-8c1e-affd3b2a3e9e

Diana Brown

Signed by:

*Diana Brown*  
7D65CEE1993454...

Sent: 10/25/2025 3:36:03 PM

atlantafringefestival@gmail.com

Resent: 11/7/2025 2:33:51 PM

Executive Director

Resent: 11/10/2025 11:14:56 AM

Twinhead Theatre, Inc.

Resent: 11/13/2025 9:18:44 AM

Security Level: Email, Account Authentication (None)

Resent: 11/17/2025 11:54:41 AM

Resent: 11/19/2025 4:48:39 PM

Resent: 11/19/2025 4:49:24 PM

Resent: 11/20/2025 7:40:59 AM

Viewed: 11/20/2025 11:51:00 AM

Signed: 11/20/2025 11:53:55 AM

Signature Adoption: Pre-selected Style

Using IP Address: 2600:387:15:3519::5

### Electronic Record and Signature Disclosure:

Accepted: 11/20/2025 11:51:00 AM

ID: 05765520-cdaf-46c6-927e-5c0f0bf887fc



In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Sharon Maloney Sharon.Maloney@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>VIEWED</b>  Using IP Address: 134.231.232.249	Sent: 10/24/2025 10:06:50 AM Viewed: 10/24/2025 10:07:05 AM Completed: 10/24/2025 10:07:32 AM
---	--	---

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Brian Jones brian.jones@fultoncountyga.gov President-Elect Fulton County Government Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/3/2025 9:09:07 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Shantras Lakes shantras.lakes@fultoncountyga.gov Contracts for Services Program Manager Fulton County Government Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/3/2025 9:09:09 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Tasha Tavaras tasha.tavaras@fultoncountyga.gov CFS Specialist Fulton County Government! Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/3/2025 9:09:10 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	10/24/2025 10:06:50 AM
Certified Delivered	Security Checked	12/3/2025 9:08:51 PM
Signing Complete	Security Checked	12/3/2025 9:09:04 PM
Completed	Security Checked	12/3/2025 9:09:10 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **CONSUMER DISCLOSURE**

From time to time, Carahsoft OBO Fulton County, Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Carahsoft OBO Fulton County, Georgia:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

**To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO Fulton County, Georgia**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Fulton County, Georgia**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Fulton County, Georgia as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Fulton County, Georgia during the course of my relationship with you.