

IN WITNESS THEREOF, the Parties hereto have caused this Contract for Services 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] Essential Theatre

Signed by: Robert L. Pitts
Robert L. Pitts, Chairman
Fulton County Board of Commissioners

DocuSigned by: Jane Zoellick
[Insert name] Jane Zoellick
[Insert title] Board President

ATTEST: CFS STAFF

ATTEST: Please select Attest or Notary from the checkbox

[Authorized Signer 2]

DocuSigned by: Jennifer Kimball X Attest
Notary
[Insert name] Jennifer Kimball
[Insert title] Managing Director DS

DocuSigned by: Tonya Grier
Tonya R. Grier
Clerk to the Commission

ATTEST: Notary Public

(Affix County Seal)



County: _____



Commission Expires: _____

Letter of Authority

(Affix Seal)

APPROVED AS TO FORM: LEGAL STAFF

Signed by: David Lowman
Office of the County Attorney

BOC ITEM 24-0483
APPROVED July 10, 2024
Documents executed, scanned and transmitted and electronic signatures shall be deemed original signatures for purposes of this Agreement with such scanned and electronic signatures having the same legal effect as original signatures."

Attach a copy of the notarized signature page

APPROVED AS TO CONTENT:

DocuSigned by: David Manuel
Director, Fulton County Art Department

ITEM# _____ RCS: _____	ITEM# 24-0483 RM: 7/10/24 1st Reg
RECESS MEETING	REGULAR MEETING

Meetin

Please select RCS or RM

RCS

X RM



The Essential Theatre, Inc.
1414 Foxhall Lane #10
Atlanta, Georgia 30316
Phone: 404-212-0815
Email: info@essentialtheatre.com
www.EssentialTheatre.com

Letter of Authority

August 14, 2024

To Whom It May Concern:

This letter certifies that Jennifer Kimball (Managing Director), jennifer@essentialtheatre.com, 404-587-3853, has the authority to enter into a contract on behalf of Essential Theatre, Inc. with the Fulton County Commission under the guidance of the Fulton County Arts Council.

Sincerely,

A handwritten signature in black ink that reads "Ryan Daniels". The signature is stylized with a large, sweeping "R" and a long horizontal stroke at the end.

Ryan Daniels
Board Treasurer

**CONTRACT FOR SERVICES AGREEMENT
BETWEEN FULTON COUNTY, GEORGIA AND
*The Essential Theatre, Inc.***

THIS CONTRACT FOR SERVICES, is made and entered into on this 10 day of July, 2024, between **FULTON COUNTY**, a political subdivision of the State of Georgia, (hereinafter referred to as “County”) and **The Essential Theatre, Inc.** (hereinafter referred to as the “Contractor”), authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, the Fulton County Arts Council (“Arts Council”) was created by the Fulton County Board of Commissioners (“BOC”) on October 17, 1979, to advise the BOC about the expenditure of funds in support of the arts, determine the needs of the arts and to review and channel arts programs and contracts in Fulton County; and

WHEREAS, pursuant to O.C.G.A. § 36-1-19.1, the County is authorized and empowered under the laws of the State of Georgia to enter into contract for services with individuals, organizations and institutions, for purely charitable purposes and to purchase services from such persons; and

WHEREAS, the Contractor has submitted to the Fulton County Department of Arts & Culture (“FCAC”), an application for County funding and the Arts Council has recommended that this funding be made available by the BOC; and

NOW, THEREFORE, in consideration of the mutual covenants, the sums recited, performance of services described, and for other good and valuable consideration, the parties hereby agree as follows:

I. SCOPE OF SERVICES

Unless modified in writing by both Parties in the manner specified in the agreement, duties of Contractor shall not be construed to exceed those services specifically set forth herein. The Contractor agrees and obligates itself to perform faithfully, as provided in the application submitted in accordance with FCAC Guidelines (which are incorporated by reference as if fully set forth herein). The Contractor further agrees to comply with the terms of this Contract for Services and its conditions (additional conditions attached as EXHIBIT A) and the County’s Non-Discrimination Policy as set out in Fulton County Code §§ 102-430 *et seq.*, and reflected in the Statement of Non-Discrimination attached as EXHIBIT B, for the project period as stated in Paragraph XV of this Contract for Services.

The proposed Scope of Services for this Contract is summarized as follows:

- (1) To present playwriting classes, including a free introductory course offered as a Community Partner of Fulton County Arts & Culture.**
- (2) To present the 2024 Essential Theatre Play Festival, our 25th Anniversary Festival, at 7 Stages, running from August 9 through September 1. The festival will feature two fully staged productions of new Georgia plays, plus new play readings and presentations of other Georgia artists' work.**

(3) To provide programming as requested throughout the year in our capacity as a Community Partner.

II. INDEPENDENT CONTRACTOR

The Contractor agrees that nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the County and the Contractor. Under no circumstances shall the Contractor, its directors, officers, employees, agents, partners, successors, subcontractors, or assignees be deemed employees, agents, partners, successors, subcontractors, assignees or legal representatives of the County. The Contractor acknowledges that its directors, officers, employees, agents, partners, successors, subcontractors, and assignees shall have no right of redress pursuant to the personnel rules and regulations of the County.

III. PAYMENT AND REPORTING REQUIREMENTS

In consideration of the aforementioned services by the Contractor, and if all conditions and requirements are met, the County agrees to pay the Contractor the total sum, not to exceed, **Thirteen Thousand Forty-Six Dollars (\$13,046.00)** from funds approved and allocated to FCAC's fiscal budgets for 2024. Payment of the Contract amount is subject to budget appropriations for 2024 by the BOC. Under no circumstance, except by written amendment, shall the amount payable to the Contractor exceed the amount specified herein.

A. Payment Schedule

The County shall pay the Contractor the sum specified in Section III above to be disbursed in one (1) installment, provided that the Contractor fulfills its obligations as outlined in this contract and application. The contractor shall request payment as follows:

1. Payment

The Contractor may request payment for 100 percent (100%) of the total sum of the contract upon execution of this contract by submitting a signed Invoice Form with the Contract as described in paragraph III (D).

2. Requirement

Additionally, the Contractor must comply with all the Contract requirements, which include providing documentation of completion of all services, submitting all reports by the specified dates, complying with the logo and credit requirements, providing documentation of any, and all communication with the BO, and all the terms and conditions of this Contract. Meeting the Progress Report set forth in paragraphs III (B)(1) and III (D) of the Contract.

3. Eligibility for Future Funding Cycles

Contractor shall not be eligible for future funding cycles, unless the Contractor complies with all the Contract for Services requirements, which include providing documentation of completion of services, **submitting all reports by the specified dates**, complying

with the logo and credit requirements, providing documentation of any, and all communication with the BOC, and all of the terms and conditions of this Contract for Services.

B. Required Reports

The Contractor agrees to submit the following two (2) reports by the deadlines specified herein.

1. Progress Report

Contractor agrees to submit a **Progress Report, including a schedule of services to be completed, for the approval of FCAC no later than September 30, 2024.** The Progress Report form can be accessed electronically from WebGrants. The Progress Report shall consist of the following:

- a. A narrative indicating the status of all the activities, included in Paragraph I (Scope of Services section) and details to include: whether the activity has taken place or is currently in planning; confirmation of dates and locations; any challenges in the artistic programs presented in the application; audience; and artist participants statistical figures; etc.
- b. Evidence of appropriate credit to the County as outlined in Paragraphs IV(A)(1)(a-f), IV(A)(2)(a-e), IV(A)(3), and IV(B)(1-3) of this Contract for Services.
- c. Documentation of any and all communication with members of the BOC as outlined in Paragraph IV (E) (1) of this Contract.
- d. Any additional documentation required in Exhibit A of this Contract for Services.

2. Final Report

Contractor agrees to submit a Final Report for the approval of FCAC no later than **January 31, 2025**. Contractors who have received approval for an extension of the contract period as described in Paragraph III (E) shall submit the Final Report for the approval of FCAC no later than the date indicated in the extension approval letter.

The Final Report Form can be accessed electronically from WebGrants. The contents shall consist of the following:

- a. A final budget, which specifies how all County funds were expended;
- b. Evidence of appropriate credit to the County as outlined in Paragraphs IV (A)(1)(a-f), IV (A)(2)(a-e), IV(A)(3), and IV(B)(1-3) of this Contract; and
- c. A signed copy of the Program Access Self-Assessment instrument, and a detailed narrative, not to exceed three pages, which provides details about the

ADA compliance of the contracted services included in Paragraph I of this Contract.

Contractor understands that its accounting of expenditures may be subject to audit by the County. Contractor agrees to retain all records pertaining to the services that are the subject of this Contract for Services for a minimum of three (3) years from the date of execution of this Contract for Services. Contractors who do not submit a Final Report will be deemed ineligible to apply for future funding.

3. Recognition Strategy for Organizations Receiving \$50,000 or More

To comply with the requirements of Paragraph IV (B)(2), Contractors receiving \$50,000 or more are required to develop and implement a unique recognition opportunity to acknowledge the County support. Contractors must submit a written proposal for the special recognition strategy for the approval of FCAC staff no later than **August 15, 2024**. The proposal should describe the type of recognition event/program proposed, location and duration of the event/program, potential audience, issuance of invitations, timeline, target dates, and how this proposed recognition strategy compares to similar recognition events held by the Contractor for private, corporate and foundation donors at the level of FCAC funding. Failure to provide this proposed strategy shall result in the withholding of the initial or final payment until such strategy proposal is submitted.

4. Contract Compliance

The County designates FCAC as its point of contact, coordinator, and liaison with the Contractor in the execution of the terms of this Contract for Services. Accordingly, the FCAC Director shall assign a staff member to monitor the Contractor's compliance with the Scope of Services, Progress and Final Reporting, and Contract Conditions as specified in Paragraphs I and III above and Exhibit A. If the FCAC designee determines that the Contractor has failed to comply with the Scope of Services, the submitted reports, or the Contract Conditions so as to successfully complete the terms of this Agreement by the close of the contract year, notice shall be forwarded to the Contractor as to a failure to comply with the Contract. Any unpaid contract installments shall be withheld by FCAC until compliance is achieved. Further, depending on the extent of the non-compliance, the Contractor may be held in default as specified in Paragraph XII below and will be ineligible for future contracts with the County.

C. Failure to Submit Reports

The Contractor understands that failure to submit all written reports by the deadlines indicated above in Paragraphs III(B)(1) and III(B)(2), or other deadlines established by FCAC, may render the Contractor ineligible to receive the County funding for a minimum of three (3) funding cycles which begins with the subsequent Contract for Services' s cycle.

D. Request for Payment

In order to receive payment as detailed in Paragraphs III(A)(1) and III(A)(2) above, the Contractor shall submit a signed Invoice Form which should contain a statement of certification

that the Contractor has complied and/or will comply with all terms and provisions of this Contract for Services. Contractor shall submit (1) one Invoice Form for the 100% payment of the contract award with the Contract by **August 22, 2024**.

E. Extension of Deliverables in Scope of Services

The Director of FCAC may, in his/her sole discretion, grant an extension of time for the contractor to provide the deliverables identified in Paragraph I (Scope of Services) of this Contract for Services. A written request for an extension of the deliverables must be received at least sixty (60) days prior to the expiration of the project period in order to be considered. All requests for an extension must be received at FCAC's office by **September 27, 2024** and should detail the reason for the request for the extension, requested final date for completion, and other pertinent details. The extension granted herein by the FCAC Director shall not be construed as an amendment of the Contract for Services, which can only be made by a formal amendment approved by the BOC and executed by the Chairman pursuant to Paragraph X below. However, the extension granted herein by the FCAC Director shall survive the termination or expiration of the Contract for Services and the failure of the contractor to provide the deliverables in the time permitted by the extension shall render the contractor ineligible to receive Fulton County funding for a minimum of three funding cycles. FCAC will notify the Contractor in writing whether the request for extension has been approved. Such written notification will also indicate the new anticipated dates for project completion and for the submission of the Final Report.

IV. RECOGNITION OF SUPPORT AND OTHER REQUIREMENTS

A. Logo and Credit Requirements

Contractor agrees that it will recognize the support of the County by using the **updated** Fulton County Government logo and the accompanying credit line in all press releases, advertisements, website, videos, programs, playbills, brochures, reports, catalogues, and any other promotional, publicity, programmatic or advertising materials produced in printed, broadcast, and electronic formats for the contracted services described in Paragraph I above.

1. Logo and Credit Line Usage

All Contractors must use the Fulton County Government logo and accompanying credit line and agree to adhere to the following logo and credit line usage rules:

- a. The Fulton County logo consists of a tree enclosed by a circle, which includes the words "Fulton County" at the bottom. The image cannot be separated, distorted, or altered in any way.
- b. Adhere to the "Fulton County Logo 2024, Usage Guidelines."
- c. The placement and size shall be consistent with the level of support provided by Fulton County in comparison to the support provided by any other funders, including other private, corporate, individual or foundation sources.

- d. The logo should be surrounded by as much clear space as possible. A minimum area of isolation is to be applied in all situations and should be at least 1/8 inches around the entire space of the logo.
- e. The logo must be accompanied by the appropriate credit line, which is determined by the level of support of this Contract:
 - (1) Contractors receiving less than \$20,000 must use the following credit line:

"Funding for this program is provided by the Fulton County Board of Commissioners."
 - (2) Contractors receiving \$20,000 or more must use the following credit line:

"Major funding for this organization is provided by the Fulton County Board of Commissioners."
- f. Contractor agrees to give credit to Fulton County when there is the potential for national attention by listing Fulton County as "Fulton County, Atlanta, Georgia."

2. Fulton County Support Recognition

Contractor agrees to recognize the support of the County through the Department of Arts & Culture Contracts for Services Program by complying with the following requirements:

- a. If the Contractor lists sponsors and supporters in printed or electronic materials, included but not limited to annual reports, newsletters, brochures, plaques, catalogues, and website, the Contractor agrees to acknowledge Fulton County support among listing of sponsors appropriate to its level of support.
- b. The Contractor agrees that recognition of Fulton County and the above-mentioned logo and credit line will be larger and more prominent in printed, electronic, or broadcast material than other funders, including other public, private, corporate, individual or foundation sources, if the Fulton County support is significantly greater.
- c. When the County is the single largest supporter of the Contractor's programs, Contractor agrees to give special prominence to Fulton County logo and to list Fulton County in the most prominent position among listings of supporters for the organization.
- d. The Contractor agrees to display the Fulton County logo, signage, or banner that acknowledges Fulton County support at the site of contracted events.

- e. The Contractor agrees to develop and include a minimum of one (1) feature article in a publication for its members or patrons highlighting Fulton County's support and the impact of the funds. Publications may include, but are not limited to, electronic or print newsletters or magazines.

3. Verbal Acknowledgment

The Contractor agrees to give verbal acknowledgment to Fulton County by using the credit line listed in Paragraph IV(A)(1) above in pre-program introductions, curtain speeches, or other forms of verbal communication with the audience in all of the contracted services as outlined in Paragraph I.

B. Recognition Requirements for Contractors Receiving \$50,000 or More

In addition to the logo and credit requirements as described in Paragraph IV(A) above, the Contractors whose awards are more than \$50,000 are required to:

1. Recognize the County as a major supporter in all listings of supporters and sponsor recognition events as appropriate to the level of support.
2. In consultation with the FCAC Director and staff, the Contractor must develop and implement a strategy to create a unique recognition event to acknowledge Fulton County support at least once during the contract cycle. This unique recognition opportunity must take place during the contract period, as stated in Paragraph XIV. A minimum of thirty (30) days' notice to secure the participation of FCAC representatives is required.
3. Include the Fulton County logo and accompanying credit line on all materials in printed, electronic or broadcast form produced for programs and services provided under the Contract as specified in Paragraph I.

C. Evidence of Recognition

Contractor will be required to provide evidence of compliance with the requirements of Section IV herein by providing support material to be submitted with the Progress and Final Reports. Support materials will be checked for compliance with the requirements described in Paragraph IV herein. Failure to comply with these requirements may result in forfeiture of the balance of the total amount of the Contract for Services at the point that non-compliance is identified by the staff of FCAC, and the Contractor may not receive funding in the next three (3) FCAC Contracts for Services contract cycles.

D. Publications and Promotional Materials

A copy of all electronic and printed programs, catalogues, press releases, invitations, newsletters, annual reports, postcard announcements, brochures, or other material that is published in conjunction with the services outlined in Paragraph I shall be sent to FCAC Director, FCAC Deputy Director, the Contracts for Services Team, and to the members of the

Arts Council immediately upon publication and at least three (3) weeks prior to Fulton County-funded performances/presentations.

Correspondence to FCAC Director, FCAC Deputy Director, and the Contracts for Services Team shall be mailed to them at the FCAC's main office: 141 Pryor St., SW, Suite 2030, Atlanta, GA 30303. Correspondence to Arts Council members shall be directed to their individual addresses using the mailing list provided to Contractor at the beginning of the contract cycle or any updates distributed by FCAC during the contract period.

E. Communication with the BOC

1. Letters to the Commissioners

Contractor agrees to communicate in writing with the members of the BOC to inform them of related accomplishments and milestones associated with the aforementioned services at least once within the contract period. Contractor agrees to submit the initial communication to the members of the BOC **no later than September 30, 2024**. Copies of all communication with the members of the BOC shall be sent to the FCAC Director and Deputy Director. Correspondence to each member of the BOC shall be sent to the individual member at the following address: Name of Commissioner, Fulton County Board of Commissioners, 141 Pryor St., SW, 10th Floor, Atlanta, GA 30303.

2. Invitations and other Regular Mailings

Contractor agrees to add the members of the BOC to their mailing list to receive season brochures, announcements, preview invitations and other mailings that will inform the BOC of the organization's contracted services. Addition of members of the BOC to the mailing list does not fulfill the requirements of Paragraph IV (E)(1) above.

F. Attendance at Fulton County Events

Contractor agrees to attend all mandatory training and at least one (1) FCAC-sponsored workshop that may be offered during the contract period. Mandatory training must be attended by Contractor's Executive Director or a Senior Staff Member.

V. NON-DISCRIMINATION AND STATUTORY COMPLIANCE

The Contractor agrees to comply with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, which states that no person shall, on the grounds of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity receiving federal financial assistance.

During the performance of this Contract for Services, the Contractor agrees to comply with Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, which states that it shall be unlawful employment practice for any employer to fail to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to its compensation, terms, conditions or privileges of employment because of such individual's race, color, religion, sex, disability or national

origin. Non-compliance by Contractor may result in the Contract being canceled, terminated, or suspended in whole or in part, and Contractor may be declared ineligible for further Fulton County government contracts.

The Contractor agrees to comply with federal laws, state laws, and Fulton County policies, rules, and regulations relative to non-discrimination in client and client service practices because of political affiliation, sexual orientation, religion, gender, race, color, disability, age, or national origin.

VI. WARRANTIES AND REPRESENTATION

Upon the signing of this Contract for Services, the Contractor warrants and represents that it is either a nonprofit organization exempt from federal income taxation under section 501 (c)(3) of the Internal Revenue Code, as amended, or it is exempt from federal taxation under section 115 of the Internal Revenue Code as a governmental entity. If at any time during the contract period the Contractor's exempt status changes, the Contract for Services shall immediately be terminated. The Contractor attests that it is a non-profit entity and/or a municipality that is fully incorporated in the State of Georgia.

VII. PURPOSE

The Contractor agrees that funds under this Contract for Services will be expended only for purposes specified herein.

VIII. LIABILITY AND INDEMNIFICATION

The County assumes no liability or responsibility for any liability, expense or damage arising out of this Contract for Services or any performance of services by the Contractor hereunder, and the responsibilities and obligations of the County under the Contract for Services are limited to providing no more than the total contract amount as approved by the BOC.

The Contractor agrees to indemnify and hold harmless the County, its officers, employees, agents, and assignees against any liability, loss or expense incurred or suffered in consequence of any action or actions, suit or suits, in law or equity, which may be brought by any person or persons in connection with, or with reference to, the administration, planning, preparation, development, conduct and execution of the services outlined in the Contract for Services Agreement.

IX. LOCATION OF SERVICES

All services to be funded within this Contract for Services shall be performed within the limits of Fulton County, Georgia.

X. MODIFICATION

This Agreement shall not be altered, modified, or amended, except by a written agreement signed by both of the parties hereto, approved by the Board of Commissioners and entered on the minutes, and signed by the Chairman of the BOC. In keeping with the purpose of this Paragraph, extensions of this Contract for Services are considered modifications.

XI. TERMINATION

Either party shall have the right to terminate this Contract for Services upon thirty (30) days written notice to the other party. Fulton County may also terminate this Agreement for convenience by giving thirty (30) days written notice to the Contractor. The terms of this Contract for Services are to continue in force until the end of said thirty (30) day period. In the event of such termination, Contractor will be compensated for the percentage of the program that results in a public presentation. Contractor shall return the remaining percentage of any prepayment made to the Contractor pursuant to paragraph III (A)(1). The Contractor shall return the funds to the County within 30 days of termination of this Contract. Fulton County reserves the right to terminate this Contract for Services immediately due to lack of funding.

XII. DEFAULT

An event of default shall mean a material breach of this Contract for Services. Failure of the Contractor to complete the services by December 31, 2024, in compliance with the Scope of Services outlined in Paragraph I, Contract Conditions outlined in Exhibit A, and the reports specified in Paragraph III shall constitute a material breach of the Agreement.

In the event of a default, the FCAC will notify the Contractor in writing. The Contractor shall remedy the default by refunding, to the FCAC, by January 31, 2025, the portion of the contract funds that represent the percentage of the services that remains incomplete. In addition, the Contractor shall furnish an itemization for the expended funds, all unused materials and supplies purchased for the project and release any and all claims to the project plans and artistic work. Failure to provide the portion of the contract funds representative of the incomplete services, the itemization, unused materials and release shall subject the Contractor to legal action.

In addition, the Contractor will assume liability for any additional expenses above the contract amount specified in Paragraph III of this Contract for Services that are owed to any replacement Contractor procured to complete the services outlined in this Contract for Services upon which the Contractor defaulted.

Contractor further understands that failure to refund the contract funds will result in the Contractor being declared ineligible to receive Fulton County funding in the future or award of other Fulton County contracts.

XIII. NOTICE

Any and all notices concerning the Contract for Services shall be sent by certified mail to the following address:

Fulton County: Director of Arts & Culture
 Fulton County Arts & Culture
 141 Pryor Street SW, Suite 2030
 Atlanta, GA 30303

Contractor: **The Essential Theatre, Inc.**
1414 Foxhall Lane #10
Atlanta GA, 30316

With a copy to: **Attn: Peter Hardy**
1414 Foxhall Lane #10
Atlanta GA, 30316

XIV. GOVERNING LAW

The parties hereto agree that the validity and interpretation of the provisions hereof, and all rights and obligations arising hereunder shall be governed, controlled, and defined by and under the laws of the State of Georgia. Jurisdiction of any litigation arising from this Contract for Services shall be in a state or federal court situated in Fulton County, Georgia.

XV. DURATION/CONTRACT PERIOD

The contract period for this Contract for Services is **January 1, 2024 to December 31, 2024**. Notwithstanding any other provisions of this Agreement, Fulton County shall in no event be required to pay for services rendered before the beginning of the contract period or after the end of the contract period, or if an extension has been approved, the end date provided in the notification of approval as detailed in Paragraph III(E). This Agreement will remain in effect until midnight **December 31, 2024**, solely for the purpose of submission of a Final Report, unless an extension has been approved as detailed in Paragraph III(E).

XVI. SEVERABILITY

If any provision of this Contract for Services is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

XVII. WAIVER OF BREACH

The waiver by either party of a breach or violation of any provision of this Contract for Services shall not operate or be construed to be a waiver of any subsequent breach or violation of the same or other provision thereof.

[SIGNATURES CONTAINED ON THE FOLLOWING PAGE]

EXHIBIT A
FULTON COUNTY DEPARTMENT OF ARTS & CULTURE
CONTRACT CONDITIONS

2024 Contracts for Services Conditions for **The Essential Theatre, Inc.** from FCAC:

Address: **The Essential Theatre, Inc.**
1414 Foxhall Lane #10
Atlanta GA, 30316

Telephone: **404-212-0815**

Certificate Of Completion

Envelope Id: DC7829F65FD24C47A0CF3F1F6A7704D0 Status: Completed
Subject: Please DocuSign: The Essential Theatre - 2024 CONTRACTS FOR SERVICES-ORG - Agenda Item - 24-0483
Parcel ID:
Employee Name:
Source Envelope:
Document Pages: 16 Signatures: 8 Envelope Originator: Sharon Maloney
Certificate Pages: 7 Initials: 0 141 Pryor Street
AutoNav: Enabled Stamps: 2 Purchasing & Contract Compliance, Suite 1168
Envelopeld Stamping: Enabled Atlanta, GA 30303
Time Zone: (UTC-05:00) Eastern Time (US & Sharon.Maloney@fultoncountyga.gov
Canada) IP Address: 108.203.208.50

Record Tracking

Status: Original Holder: Sharon Maloney Location: DocuSign
8/14/2024 10:13:56 AM Sharon.Maloney@fultoncountyga.gov
Security Appliance Status: Connected Pool: StateLocal
Storage Appliance Status: Connected Pool: Fulton County Government Location: DocuSign

Signer Events

Jane Zoellick
janezoellick@gmail.com
Board President
Essential Theatre
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by: Jane Zoellick
1B55446301814C0...
Signature Adoption: Pre-selected Style
Using IP Address: 107.127.28.144
Signed using mobile

Timestamp

Sent: 8/14/2024 10:18:52 AM
Viewed: 8/14/2024 1:13:52 PM
Signed: 8/14/2024 1:16:54 PM

Electronic Record and Signature Disclosure:
Accepted: 8/14/2024 1:13:52 PM
ID: 5dde3456-154f-4156-b262-939865f614d2

Jennifer Kimball
jennifer@essentialtheatre.com
Managing Director
Essential Theatre, Inc
Security Level: Email, Account Authentication (None)

DocuSigned by: Jennifer Kimball
4133F59DD48649B...

Sent: 8/14/2024 1:30:20 PM
Viewed: 8/14/2024 2:25:34 PM
Signed: 8/14/2024 8:59:38 PM

Signature Adoption: Pre-selected Style
Using IP Address: 66.56.15.229

Electronic Record and Signature Disclosure:
Accepted: 8/14/2024 2:25:34 PM
ID: e2cb6670-246a-41fe-bc6a-35c9d6966b82

Sharon Maloney
Sharon.Maloney@fultoncountyga.gov
Security Level: Email, Account Authentication (None)

Completed

Using IP Address: 108.203.208.50

Sent: 8/14/2024 8:59:41 PM
Viewed: 8/14/2024 9:06:31 PM
Signed: 8/16/2024 9:04:55 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events

David Manuel
david.manuel@fultoncountyga.gov
Director of Arts & Culture
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
David Manuel
E41CE12C05E74A9...
Signature Adoption: Pre-selected Style
Using IP Address: 107.115.108.25
Signed using mobile

Timestamp

Sent: 8/16/2024 9:04:58 AM
Viewed: 8/16/2024 2:12:02 PM
Signed: 8/16/2024 2:12:35 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lauren Hansford
lauren.hansford@fultoncountyga.gov
Security Level: Email, Account Authentication (None)

Completed
Using IP Address: 74.174.59.10

Sent: 8/16/2024 2:12:38 PM
Viewed: 8/19/2024 10:37:14 AM
Signed: 8/19/2024 11:22:22 AM

Electronic Record and Signature Disclosure:
Accepted: 8/19/2024 10:37:14 AM
ID: 47bdbd02-58a6-4c78-9892-0b34a09b72bf

David Lowman
David.lowman@fultoncountyga.gov
Security Level: Email, Account Authentication (None)

Signed by:
David Lowman
0EC92EDADEFB4B8...
Signature Adoption: Pre-selected Style
Using IP Address: 107.115.108.6

Sent: 8/19/2024 11:22:25 AM
Viewed: 8/19/2024 12:23:45 PM
Signed: 8/19/2024 12:36:58 PM

Electronic Record and Signature Disclosure:
Accepted: 8/19/2024 12:23:45 PM
ID: 62106b02-5706-441d-85d8-9e4a931c6240

Nikki Peterson
nikki.peterson@fultoncountyga.gov
Chief Deputy Clerk to the Board of Commissioners
Fulton County Government
Security Level: Email, Account Authentication (None)

Completed
Using IP Address: 68.208.197.4

Sent: 8/19/2024 12:37:04 PM
Viewed: 8/19/2024 2:45:08 PM
Signed: 8/19/2024 2:47:03 PM

Electronic Record and Signature Disclosure:
Accepted: 11/27/2017 1:39:37 PM
ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

Robert L. Pitts
harriet.thomas@fultoncountyga.gov
Chairman
Security Level: Email, Account Authentication (None)

Signed by:
Robert L. Pitts
14E1B4AA5F6A44A...
Signature Adoption: Pre-selected Style
Using IP Address: 68.208.197.4

Sent: 8/19/2024 2:47:07 PM
Viewed: 8/19/2024 3:37:27 PM
Signed: 8/19/2024 3:37:41 PM

Electronic Record and Signature Disclosure:
Accepted: 8/19/2024 3:37:26 PM
ID: 4b6559ae-a546-4a18-b247-51de880223fa

Tonya Grier
tonya.grier@fultoncountyga.gov
Clerk to the Commission
Fulton County
Security Level: Email, Account Authentication (None)

DocuSigned by:
Tonya Grier
EEC476C4837648D...

Signature Adoption: Pre-selected Style
Using IP Address: 99.96.24.191

Sent: 8/19/2024 3:37:45 PM
Viewed: 8/19/2024 7:27:11 PM
Signed: 8/19/2024 7:27:18 PM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 3/16/2018 10:54:59 AM
ID: f3f241e8-3027-4447-9476-6cf20ae25dd4

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Sharon Maloney Sharon.Maloney@fultoncountyga.gov Security Level: Email, Account Authentication (None)	VIEWED Using IP Address: 108.203.208.50	Sent: 8/14/2024 10:18:35 AM Viewed: 8/14/2024 10:18:47 AM Completed: 8/14/2024 10:18:51 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Peter Hardy peter@essentialtheatre.com Artistic Director The Essential Theatre, Inc. Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/14/2024 1:30:22 PM Viewed: 8/14/2024 2:08:18 PM
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Electronic Record and Signature Disclosure:
Accepted: 9/16/2021 5:36:39 PM
ID: 6d3fd906-eb47-43d3-823c-e995b21dee03

Shantras Lakes Shantras.Lakes@fultoncountyga.gov Contracts for Services Program Manager Fulton County Government Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/19/2024 7:27:22 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Brian Jones brian.jones@fultoncountyga.gov Assistant Purchasing Agent Fulton County Government Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/19/2024 7:27:24 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/14/2024 10:18:35 AM
Certified Delivered	Security Checked	8/19/2024 7:27:11 PM
Signing Complete	Security Checked	8/19/2024 7:27:18 PM
Completed	Security Checked	8/19/2024 7:27:24 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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