

This is a contract between the Mira Theatre Guild, hereafter referred to as "MTG," and _____, hereafter referred to as "director." The subject production is _____ hereafter referred to as "project." The terms and conditions of this agreement are in compliance with the by-laws of the MTG. The goal is to ensure an enjoyable experience and successful project for everyone involved.

1. _____ is director of this project and will receive a \$_____ stipend and _____% of the net box office proceeds from MTG for his/her participation in this project. The stipend will be paid on opening night. The Board of Directors will pay the net percentage after the closing walk-through of the theater and following the acceptance of the reconciliation of the financial accounts of the project.
2. _____ will act as executive producer of the project representing the interests of the MTG and will receive no compensation from the MTG for his/her participation in this project. MTG retains ultimate control of the project to ensure that it complies with the by-laws and expectations of MTG.
3. (Optional) _____ is the producer of this project and will receive no compensation from the MTG for his/her participation.
4. The dates of the use of the theater are _____ through _____, with the final performance on _____.
5. MTG expects that all materials and equipment for the project will be completely removed from the stage and, if they are MTG property, be returned to the appropriate storage area. MTG expects that cast and crew will leave the stage, dressing rooms, back stage, and shop areas clean and swept and the stage mopped by _____(date)_____. All building and community signage will be removed by the cast and crew following the closing performance of the run on _____(date)_____.
6. MTG grants permission for the cast and crew to use the stage, dressing rooms, hallways, shop, flat room, auditorium, box office, and lighting booth during this project. The balance of the theater is currently under repair. If access to other areas is needed, the Board of Directors may grant an exception on a case by case basis. Failure to comply with this clause will revert liability to _____(director)_____.
7. MTG is responsible for cleaning the house, the lobby, the lobby restrooms, the gallery hallways, and grounds during the project.
8. The cast and crew are responsible for cleaning the dressing rooms and

dressing room bathrooms during the project.

9. MTG is responsible for staffing the front of house during the project.
10. MTG is responsible for concessions and will retain all the proceeds.
11. _____ is responsible for presenting a budget proposal to the board by _____ (date) _____. The budget will be reviewed and approved or modified at the next regular Board of Directors meeting on _____ (date) _____.
12. The producer, or _____ is responsible for reconciling the project expenditures and presenting that reconciliation to the board at the first board meeting following the closing of the project on _____.
13. The MTG will reconcile box office receipts and present that reconciliation report to the first board meeting following the closing of the project _____ (date) _____.
14. Violation of any of conditions of this contract by the director, cast, or crew will nullify the contract and result in cancellation of the project or of payment, whichever is timely.

Approved by the MTG Board of Directors on _____ (date) _____

Mira Theatre Guild Date

Director Date

Producer Date

att: By-Laws of Mira Theatre Guild