

HAPEVILLE ASSOCIATION OF TOURISM AND TRADE  
700 Doug Davis Drive, Hapeville, GA 30354

MEETING

March 15, 2016  
AGENDA

8:00 PM

1. Call To Order

2. Roll Call

- Alan Hallman, Chairman
- Ruth Barr
- Michael Randman
- Joshua Powell
- Diane Dimmick

3. Public Comments On Agenda Items

4. New Business

4.I. Consideration And Action To Enter Into An Agreement With South Arts

**Background**

Hapeville has been awarded a grant and acceptance as an official screening partner for the 2016-2017 Southern Circuit Tour of Independent Filmmakers through the 2016-17 Grant Application process. The award is to host the SOUTH ARTS the media arts tour, titled SOUTHERN CIRCUIT, from July 1, 2016-June 30, 2017 and to accept the granted tour grant fee in the amount of \$5,500. This fee covers artists' honorarium, travel, per diem, model marketing materials, and administrative expenses (South Arts). In accepting the grant, the Partner Organization (City//HATT) agrees to participate in the Film Selection Meeting, May 13-14, 2016 in Atlanta, Georgia.; provide advance publicity and promotion for each of the six (6) Films; host screenings with the filmmakers; and fulfill all other contract terms.

Please find attached the 2016-2017 Southern Circuit contract. To accept the grant, the contract must be signed by the Partner Organization (HATT) and returned to South Arts by March 31, 2016. An electronic invoice for the grant fee from South Arts would then be received by June 1, 2016.

Documents: [16-17 SCREENING PARTNER CONTRACT - CITY OF HAPEVILLE ASSOCIATION OF TRADE TOURISM \(3\).PDF](#)

5. Public Comments

6. Adjourn



**2016-2017 SOUTHERN CIRCUIT  
PARTNER ORGANIZATION CONTRACT**

This Partner Organization Contract (the "Contract") is entered into on **February 26, 2016** by and between SOUTH ARTS whose address is 1800 Peachtree St. NW, Suite 808, Atlanta, GA 30309, and **City of Hapeville, Association of Trade & Tourism**, whose address is **3468 N. Fulton Ave., Hapeville, GA 30354.**

**WITNESSETH:**

WHEREAS, South Arts sponsors a program titled SOUTHERN CIRCUIT, in which the works of independent media artists are exhibited in a tour to various locations; and

WHEREAS, the Partner Organization(s) desires to exhibit this program in its community;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable considerations, the parties hereto agree as follows:

1. The Partner Organization shall receive from SOUTH ARTS the media arts tour titled **SOUTHERN CIRCUIT** from **July 1, 2016-June 30, 2017** for a tour fee of **\$5,500**. This fee covers artists' honorarium, travel, per diem, model marketing materials, and administrative expenses.
2. The Partner Organization must sign and return this Agreement by **March 31, 2016**. Failure to return the signed Agreement may result in forfeiture of this program.
4. The tour fee is payable in advance of receipt of the media arts tour by the Partner Organization. An invoice for the tour fee will be sent by electronic mail by **June 1, 2016**, and payment is due in full by **July 31, 2016**.
5. In the event this program is canceled by the Partner Organization after the Contract has been signed and more than thirty (30) days before the first media artist's screening, the Partner Organization is responsible for fifty percent (50%) of the tour fee. If the cancellation is within thirty (30) days of the first media artist's screening, the Partner Organization is responsible for one hundred percent (100%) of the tour fee.

SOUTH ARTS will notify and consult with the Partner Organization as soon as possible in the event of any cancellation by a media artist.

In the event that a screening cancelled by one of the SOUTHERN CIRCUIT artists cannot be rescheduled and a replacement representative for the film cannot be found, ten percent (10%) of the tour fee will be returned to the Partner Organization.

- SOUTH ARTS and the Partner Organization shall perform the respective duties outlined in **Attachment A** of this document and through such methods as each deems necessary and proper.

**IN WITNESS THEREOF, the parties hereto have executed the Contract on February 26, 2016.**

**For South Arts**



\_\_\_\_\_  
**Suzette M. Surkamer, Executive Director  
South Arts**

**For (Partner Organization)**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

**Date: 2/26/2016**

**Date:** \_\_\_\_\_

**Phone: 404-874-7244 x. 20**

**Phone:** \_\_\_\_\_

**Email: ssurkamer@southarts.org**

**Email:** \_\_\_\_\_

**Tax ID:** \_\_\_\_\_

**Please sign and return by March 31, 2016.**



**2016-2017 SOUTHERN CIRCUIT  
PARTNER ORGANIZATION CONTRACT - ATTACHMENT A**

In respect to the **2016-2017 SOUTHERN CIRCUIT**, **South Arts** shall provide the services as follows:

1. SOUTH ARTS will contract with six (6) visiting media artists for SOUTHERN CIRCUIT. This contract will provide for each filmmaker's artist honorarium, travel expenses and per diem. The tour's schedule will be confirmed after the selection of participating filmmakers.
2. SOUTH ARTS will provide the Partner Organization with an itinerary listing all travel arrangements for each of the media artists on the tour.
3. SOUTH ARTS will provide the Partner Organization with general publicity materials for each SOUTHERN CIRCUIT program.
4. SOUTH ARTS will provide the Partner Organizations with Blu-ray/DVD copies of selected films for their SOUTHERN CIRCUIT program.
5. SOUTH ARTS will administer the overall SOUTHERN CIRCUIT budget.
6. SOUTH ARTS will provide the Partner Organization with information and consultation on program matters concerning the SOUTHERN CIRCUIT and its media artists.

In respect to the 2015-2016 SOUTHERN CIRCUIT, **City of Hapeville, Association of Trade & Tourism** (Partner Organization) shall perform the services as follows:

1. The Partner Organization will coordinate on-site screenings and audience discussions for six (6) SOUTHERN CIRCUIT visiting media artists at the Partner's exhibition site.

VENUE: \_\_\_\_\_

VENUE ADDRESS: \_\_\_\_\_

2. The Partner Organization will participate at their expense in the Film Selection Meeting, May 13-14, 2016 in Atlanta, Georgia.
3. The Partner Organization will screen the six films they and their assigned Circuit select.
4. The Partner Organization will ensure that the exhibition site is accessible to persons with disabilities in accordance with the Americans with Disabilities Act.

5. The Partner Organization will identify a local contact person for the exhibition site who will act as a liaison with SOUTH ARTS and the filmmakers.
6. The Partner Organization will provide advance publicity and promotion for each of the six (6) SOUTHERN CIRCUIT programs in the Partner's locale, including but not limited to: print, electronic and social media, and radio and television when feasible.
7. The Partner Organization will provide a qualified projectionist for each of the six (6) SOUTHERN CIRCUIT programs as well as clean, well-operating projection equipment.
8. The Partner Organization will notify and consult with SOUTH ARTS in the event of problems with screening equipment, facilities or logistics.
9. The Partner Organization will provide the Partner's own funds to be applied toward publicity and promotional costs and, as necessary, toward those provided services such as a projectionist, rental space, or clerical, maintenance and security time.
10. The Partner Organization will make arrangements for economical overnight accommodations for each visiting media artist during his/her exhibition period. If said arrangements require a reservation, the Partner Organization will make the reservation, and the artist will be responsible for paying the accommodations on-site with the per diem provided by SOUTH ARTS.
11. The Partner Organization will assume responsibility for replacement of Blu-rays/DVDs provided by the media artists on the SOUTHERN CIRCUIT in the event that said Blu-ray or DVDs are damaged or lost by the Partner Organization or the Partner's agents.
12. The Partner Organization will complete an electronic report form provided by SOUTH ARTS within thirty (30) days following the conclusion of the tour. The report form will ask for attendance records, media coverage and other pertinent information for each program.
13. The Partner Organization will promote and publicize SOUTH ARTS as the operator of the SOUTHERN CIRCUIT program to local media, print and electronic, and to participating schools, organizations and concerned citizens.
  - a. Promotional efforts shall include displaying clearly and prominently the **South Arts** logo and name and the **National Endowment for the Arts'** logo and name in print or electronic advertising, etc. in larger print and before or above the names of all other contributors or sponsors of the local program.
  - b. Any printed materials, broadcast transmissions or electronic media must contain the following credit line: "**The Southern Circuit Tour of Independent Filmmakers is a program of South Arts. This screening is supported in part by a grant from the National Endowment for the Arts.**"
  - c. When no printed program is used, verbal credit shall be given prior to any public program.