



A Non-Profit Corporation
EIN: 23-7335347

Founding Artistic Director
Josefa Villanueva- Reyes

February 15, 2017

Santa Clara Cultural Advisory Commission
1500 Warburton Avenue
Santa Clara, CA 95051

Thank you for your wonderful support every year in our quest to enrich the cultural lives of our residents and the people of Santa Clara County.

We are kindly requesting disbursement of the grant for \$10,000 which was previously approved by the Cultural Advisory Commission for the Santa Clara Ballet Association Fiscal Year 2016-2017.

For the Fiscal Year 2016-2017, the approved funding request included support in the amount of Four Thousand Dollars (\$4,000) for production expenses and Six Thousand Dollars (\$6,000) for the theater rental subsidy at the Santa Clara Convention Center. The total amount of this funding request is Ten Thousand Dollars (\$10,000).

Please see the attached Financial Statement of Revenue and Expenditures as well as the invoices and support documentation for the expenses incurred for the use of the Santa Clara Convention Center facilities.

The Santa Clara Ballet Association appreciates your continuous and invaluable support to our artistic mission as we strive to provide performance opportunities, cultural enrichment and community outreach to the residents of the City of Santa Clara as well as to all the people of Santa Clara County.

With warmest regards,
Dennis Mullen
President
Santa Clara Ballet Association

Santa Clara Ballet, 3086 El Camino Real, Santa Clara, CA 95051 408-247-9178
A 501(c)3 non-profit performing arts organization, funded in part by the City of Santa Clara

The Santa Clara Ballet includes the Santa Clara Ballet School,
The Santa Clara Ballet Company, and the Santa Clara Ballet Association.

Santa Clara Ballet Association

Statement of Revenue & Expenditures Nutcracker Performances-December 10-11, 2016

REVENUE

Earned Income:	
Ticket Sales/Gross Receipts	\$18,611.00
Total Earned Income	\$18,611.00
Contributed Income:	
Memberships and Donations	\$15,245.00
Contributed Support from Dancers	\$7,905.00
Special Events & Fundraising	\$2,689.00
Total Contributed Income	\$25,839.00
TOTAL REVENUE	\$44,450.00

EXPENDITURES

Theatre Expenses:	
S.C.Convention Ctr. Facility Rental	\$1,800.00
S.C.Convention-PSAV Eqpt.Rental	\$1,408.00
Insurance	\$581.00
Lighting Design	\$2,500.00
Technical Support	\$700.00
Stage Supplies	\$165.00
	\$7,154.00
Production Expenses:	
Printing (Program & Tickets)	\$543.00
Fundraising & Special Events	\$448.00
Set Transport	\$329.00
Consultation and Artist Fees	\$9,400.00
Staging, Choreography, & Rehearsal Fees	\$10,000.00
Administrative Services	\$2,500.00
Choreographic Royalty	\$2,200.00
PR exp	\$447.00
Rehearsal Space Rental and Storage	\$4,400.00
Videography	\$1,000.00
Travel Expenses & Hotel	\$2,102.00
	\$33,369.00
Total Expenditures	\$40,523.00
Net Revenue/(Loss)	\$3,927.00



SANTA CLARA
SILICON VALLEY CENTRAL
CONVENTION CENTER

"Your Partner In Excellence"

October 10, 2016

Ms. Josefa Reyes
Santa Clara Ballet Company
3123 Miller Avenue
Santa Clara, CA 95051

Dear Ms. Reyes:

It is a pleasure to welcome you to the Santa Clara Convention Center for your December 9-11, 2016 event. We take great pride in our organization and appreciate the confidence you show by choosing Santa Clara. As your Event Manager, I assure you I shall do my utmost to help make your event successful. At the outset, may I remind you that we provide:

1. A full service Audio-Visual department, ready to fill your A/V needs.
2. A complete Event Technology department offering telecommunications services from telephone to high bandwidth access to the Internet.
3. A complete Catering department, with all food prepared in our own kitchen — you will hear from them separately.
4. A complete full service media company specializing in promoting events on digital displays inside and outside the Center.
5. Special Event Group Insurance in-case you do not have the required Commercial General Liability coverage available at very competitive rates.
6. A Facility Guide can be found at our website at <http://santaclaraconventioncenter.org/facilities-guide/>.

We have prepared the checklist below to provide you a convenient way to be reminded of the due dates for the information and payments we shall need from you.

Item	Due Date	Completed
Contract To Be Returned By:	November 1, 2016	
Deposit Payment:	N/A	
Final Payment: \$1,800.00	November 1, 2016	
Certificate of Insurance	November 1, 2016	
Other		

I shall contact you soon. In the meantime if you have any questions please call me. My direct number is 408-748-7021. If I am unavailable, Sarah Rodriguez should be able to help. Her direct number is 408-748-7014. (sarah.rodriquez@santaclara.org)

Sincerely,

Camden Barbour
Event Manager

of the Licensee; architectural, communication and transportation barriers other than those created by or within the control of Licensee, its agents, representatives or contractors and, the provision of wheelchair seating spaces in assembly areas.

Licensee shall be responsible for compliance with the Act with respect to its policies, practices, procedures and eligibility criteria; the provision of auxiliary aids and services in areas designated for the exclusive use of or within the control of Licensee, including audio visual; and, architectural, communications and transportation barriers created by or within the control of Licensee, its agents, representatives or contractors.

33. **ADDENDA:** Additional provisions, if any, are listed below and made a part hereof.

Parking Notice: The Center cannot guarantee parking availability in the adjacent City owned parking garages due to major events that may potentially be held in Levi's Stadium. All reasonable efforts will be made to locate alternative parking for the use of the Licensee. Parking fees will apply based upon the rates charged at the time of the program.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this 17 day of OCTOBER in the year 2016. APPROVED AND AGREED TO:

SANTA CLARA BALLET
Licensee
By [Signature]

Santa Clara Convention
Center
General Manager
[Signature]

**CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

		Certificate #	63901
FACILITY OWNER: (Additional Insured)		PRODUCER:	CA License #0757776
Santa Clara Convention Center 5001 Great America Parkway Santa Clara, CA 95054		HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us	
EVENT HOLDER: (Named Insured)		EVENT INFORMATION	
Ms. Josefa Reyes Santa Clara Ballet 3123 Miller Ave. Santa Clara, CA 95051		TYPE OF EVENT:	Ballet performance
		EVENT DATE(S):	December 9-11, 2016
		EVENT LOCATION:	Santa Clara Convention Center 5001 Great America Parkway Santa Clara, CA 95054 Theatre / Meeting Room "201"
		ATTENDANCE:	2,400
		CLASS:	II

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2016	1/1/2017	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$500,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	INCLUDED
					Liquor Liability Aggregate	INCLUDED

COVERAGE TERMS:

Occurrence Form (CG 0010) Host Liquor Liability Included . Full Liquor Liability Included when a separate premium has been charged . All participants in athletic activities are required to sign Release and Waiver of Liability forms.	The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner – Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.
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COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)

-- Sexual Abuse & Molestation	Specific Events are excluded from coverage. Please see second page for list of excluded events.
-- Terrorism	On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).

OTHER ADDITIONAL INSURED:

The Santa Clara Convention Center, The City of Santa Clara, The Santa Clara Chamber of Commerce and their Respective Governing Bodies, Officers, Directors, Employees and/or Agents.

Event #: 1612002

CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.

AUTHORIZED REPRESENTATIVE:		DATE ISSUED:	11/21/2016
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PSAV
 5100 N. River Road, Suite 300
 Schiller Park IL 60176-1239
 US



Statement

847.670.6100 Fax: 866.804.0843
 psavcollections@psav.com

To: Santa Clara Ballet Company
 3123 Millar Ave
 SANTA CLARA CA 95051

Statement Date	Customer Number
31-DEC-16	AC00CKSB

TRX #	TRX DATE	TRX	DUE DATE	REFERENCE	BILL TO LOCATION	TRX AMT	AMT DUE
1001402748	16-DEC-16	Invoice	16-DEC-16		Bill To:AD00S4D3	1,408.33	1,408.33
			PAST DUE		FINANCE CHARGES	TOTAL AMT DUE	
Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	0.00	USD	1,408.33
0.00	1,408.33	0.00	0.00	0.00			

Thank you for your business
Please note, this is a monthly statement of activity.
If payments have recently been submitted for the invoices listed in this statement, please disregard.
Please send remittance advice to: psavpayments@psav.com or to the address below

Pay via ACH or Wire
 Bank Name: JP Morgan Chase
 BANK ABA: 021000021
 Swift Code: CHASUS33
 Acct. Name: Audio Visual Service Group Inc.
 Acct. #: 837313550

Pay via Check
 PSAV
 23918 Network Place
 Chicago, IL 60673-1239



P.O. Box 2704
Gilroy, CA. 95021-2704
www.slcdesign.com

(p) 408-988-0877
(f) 408-842-2631

Invoice #4267

To: **Santa Clara Ballet**
Josefa Reyes
office: 408.247.9178
mbl
3123 Millar Ave
Santa Clara, CA, 95051

date: 12/6/2016
install-p/u: 12/09/2016
dismantle-rtn: 12/11/2016
Project I.D.Nutcraker 2016
generated by: Craig D.

Qty	Description	Unit	Ext.
1	Production Services as Specified: Lighting Design Lighting & Expendables Labor & Logistics	\$2500.00	\$2500.00

Deposit
walved

Balance \$2,500.00
due 12/18/16 12/9/2016

Subtotal \$2,500.00

Discount \$0.00

Tax \$0.00

Total \$2,500.00

Parent Meeting Follow Up

[Campaign Preview](#)

[HTML Source](#)

[Plain-Text Email](#)

[Details](#)

2016 Nutcracker Parent Meeting Information

[View this email in your browser](#)



This email includes information and documents that were handed out at the Parent Meeting on Oct. 22nd.

Quick Contact References

Kristina Schmidt

kschmidt@santaclaraballet.com 650-814-5419

Backstage & backstage volunteers, hair/make-up

Missy Kim

mkim@santaclaraballet.com 702-275-8224

Front of the house & front of the house volunteers, ticket sales, emails

Molly Barber

mbarber@santaclaraballet.com

Marketing, Website, DVD orders, Program Ads

[Parent Meeting Outline](#) - if you weren't at the meeting please start with this link.

Rehearsal Attendance & Preparation

- Email [Molly](#) or [Missy](#) in advance if your dancer will be absent.
- If you are running late text Missy 702-275-8224 or email mkim@santaclaraballet.com
- Bring your child to rehearsal in a leo/tights/shoes and hair in a tidy bun
- Use the weekly rehearsals to practice doing your child's hair and makeup for show day.
- **Daily practice with the video is necessary for your dancer to be successful. See rehearsal emails for the video links.** To borrow a full DVD of the Nutcracker see Missy,

Casting

- Casting can change at anytime, but is generally set 2 weeks prior to the show
- Your dancer will be placed in the parts that best suite their ability

Volunteers

- We can not do this without our volunteers and parents
- Kristina will be handling back of the house volunteers. Please see her during rehearsal or email her at kschmidt@santaclaraballet.com for further information.
 - Female volunteers needed to sew, oversee the green room, quick changes, and more.
 - Strong volunteers, often men step in here, needed to load in the theatre in the morning on Friday, Dec. 9 and load out after the Dec. 11th 5pm show.
- Missy will be handling the front of the house volunteers. This includes concession, ticket sales, and boutique. See Missy at rehearsals or email her at mkim@santaclaraballet.com
- See the volunteer sign up sheets on the studio wall for more information.

Costume / Hair Preparation

- Please refer to your [Nutcracker Handbook](#) for complete information regarding required tights & shoes. If you have any questions please see Kristina, Debbie, or Mariko.
- All girls are required to have a neat and tidy bun. Please see your rehearsal emails for links to the bun instructional videos.

Ticket Sales – Get the Word Out!

Email Script, Social Media, Flyer Distribution – Canvassing

- Please share [Santa Clara Ballet Facebook](#) Posts
- Share the ticket sales link and flyer on all your social media outlets. <http://www.brownpapertickets.com/event/2664323>

[Full Flyer](#)

[Simplified Flyer](#)

- Print out the [Ticket Order Form](#) to share at work, school, etc.
- Flyers are available in the studio or to print. Post these at work, in the coffee shop, school, library, etc.

[Large 11" x 17"](#)

[Medium 8 1/2" x 11"](#)

- Here is an [Email Script](#) that you can personalize and share out

Sponsorships, Grants, Program Ads

- As a non-profit ballet company we depend on Donations as much as we do our volunteers
- Please see page 7 of the [Parent Meeting Outline](#) for full details. Email [Molly](#) for additional assistance.
- [Program Ad](#) space for dancers and businesses. Submit your photos as soon as possible.
- [Donation Forms](#) available in studio, sponsor kit folders are available too.

Questions?

If there are still questions that have not been addressed please feel free to contact [Kristina](#), [Missy](#), or [Molly](#).

All the links in one spot

[Parent Meeting Outline](#)

[Forms](#) - Completed forms may be placed in the Parent Dropbox on the wall of the studio lobby.

[DVD Order](#)

[Donation Form](#)

[Email Script](#)

[Nutcracker Handbook](#)

[Program Ad](#)

[Ticket Order Form](#)

[Flyers](#)

Printable

[Large 11" x 17"](#)

[Medium 8 1/2" x 11"](#)

Social Media Ready -

Be sure to add the ticket sales link to your post.

<http://www.brownpapertickets.com/event/2664323>

[Full Flyer](#)

[Simplified Flyer](#)

An easy way to help Santa Clara Ballet all year long...Shop on [Amazon](#)! Go to smile.Amazon.com, choose Santa Clara Ballet Assn as the recipient. Use smile.Amazon.com each time you shop [Amazon](#) and Santa Clara Ballet receives a donation. There is no additional cost to you.



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You are receiving this email because you have attended a Santa Clara Ballet performance, you or your child has taken classes, expressed interest in taking classes, or participated in a performance with Santa Clara Ballet. Please feel free to adjust your subscription using the link below.

Our mailing address is:

Santa Clara Ballet
3086 El Camino Real