



LAWRENCEVILLE

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MEMORANDUM OF UNDERSTANDING

LAWRENCEVILLE ARTS CENTER TECHNICAL SERVICES

This Memorandum of Understanding ("MOU") is entered into by and between the City of Lawrenceville, Georgia ("City") and Aurora Theatre, Inc. ("Aurora Theatre"), collectively referred to as the "Parties," regarding the provision of technical services and support for the Lawrenceville Arts Center ("LAC").

1. PURPOSE AND SCOPE

The purpose of this MOU is to establish the roles, responsibilities, and expectations of the City and Aurora Theatre regarding technical services and support at the LAC.

The City of Lawrenceville, through its Technical Manager and staff, shall retain primary responsibility for the operation, staffing, maintenance, and management of all technical systems and production infrastructure at the Lawrenceville Arts Center (LAC). Aurora Theatre shall serve in a support role, focused on the coordination and execution of technical elements for Aurora-produced programming, while working in collaboration with City staff to support the technical operations of the LAC. Aurora Theatre's technical staff's primary responsibility is supporting Aurora's productions, events, and day to day operations. Technical Supervision for rental or City events will be scheduled around those core responsibilities.

Aurora Theatre's technical staff's primary responsibility shall be supporting Aurora Theatre's productions, events, and day-to-day operations. Technical supervision or support for rental, resident company, and City-produced events shall be scheduled around those core responsibilities and shall be subject to Aurora Theatre's staff availability.

2. COMPENSATION

In consideration of the services provided under this MOU, the City shall pay Aurora Theatre an annual fee of Fifty Thousand Dollars (\$50,000), payable in equal quarterly installments of Twelve Thousand Five Hundred Dollars (\$12,500).

The compensation described herein reflects the support-based scope of services and shared coordination responsibilities established by this MOU.

3. TECHNICAL SERVICE HOURS

- Aurora Theatre shall collaborate with City staff to support high-quality technical delivery for rental, resident companies, and City-produced events, in a support capacity.



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- Aurora Theatre shall provide the City with 150 technical service hours per calendar quarter for use in support of rentals, resident companies, and City-produced events.
- Technical service hours shall be scheduled based on the City's operational needs and shall be subject to a maximum utilization of 80 hours within any four-week period.
- The City shall request technical services throughout the applicable quarter. Aurora Theatre shall coordinate staffing based on availability and the City's requested schedule. If Aurora Theatre is unable to provide requested technical services due to staffing availability or capacity limitations, the City may utilize approved over hire personnel to fulfill the required technical support.
- Technical service hours not utilized during a calendar quarter may be carried forward to the subsequent quarter, up to a maximum of 50 hours, if Aurora is unable to provide services.
- If Aurora Theatre is unable to fulfill requested technical services during the applicable quarter due to staffing or capacity limitations, the City may carry forward the affected hours, subject to the applicable carryover limit, or receive a pro-rated credit for services not provided.

4. TECHNICAL COORDINATION AND STAFFING

- For rental events the City's Technical Manager and Aurora Theatre's Technical Manager shall work collaboratively to support technical coordination and execution. The City retains final authority and oversight of all technical operations, staffing, and event execution for rental, resident company, and City-produced events.
- The City will maintain primary responsibility for staffing all city-produced events. Aurora Theatre staff may be hired to serve as supplemental technical personnel upon request, subject to availability, and City approval, at actual cost.
- Aurora Theatre will provide on-site, advisory, or supplemental technical support for rental events and specialized production needs when requested by the City.
- The City shall determine and approve any non-standard technical staffing or support beyond basic room setup. Aurora Theatre will provide supplemental staffing or services when pre-approved by the City.

5. OVER-HIRE STAFFING

- The City and Aurora will collaboratively develop a competitive over hire staffing rate sheet, with rates reviewed annually to ensure alignment with prevailing market conditions. Final pricing and any rate adjustments will be determined by the City.
- The City will maintain an over-hire scheduling platform and oversee its administration to support efficient and consistent workforce management. Aurora Theatre Technical Supervisors will be granted access as needed to support City and Rental events. The City shall retain responsibility for all payment processing.



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6. EQUIPMENT AND TECHNICAL OPERATIONS

- The City retains responsibility for all technical operations, including equipment setup, configuration, maintenance, and repair.
- Aurora Theatre shall notify the City of any identified equipment needs or issues and provide recommendations, including supplemental rental equipment; all procurement and repairs shall be coordinated and approved by the City.
- The City and Aurora Theatre will collaboratively develop updated inventory and repertory packages for all performance spaces that will utilize both Aurora and LAC equipment. Once approved, the equipment allocation included in a repertory package shall not be changed, substituted, removed, or reassigned without prior City approval.

7. SPACE RESTORATION AND FACILITY RESPONSIBILITIES

- The City shall oversee restoration of all spaces to a standardized repertory setup following rentals and City produce events, with Aurora Theatre being responsible for their events, supporting implementation and execution as directed by the City.
- The City retains responsibility for the management and upkeep of all backstage areas, dressing rooms, laundry facilities, and technical storage spaces. Aurora Theatre shall maintain organization of its own equipment, props, and supplies, and will assist in keeping shared spaces clean and orderly during and following its use.

8. MAINTENANCE RELATED TO AURORA THEATRE PRODUCTIONS

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- The City shall be responsible for routine maintenance of LAC technical systems, equipment, and facilities, except where maintenance or repair is required as a result of Aurora Theatre production-related changes or modifications.
- Any maintenance outside the scope of the standard rep plot, due to the change during Aurora Performances will be at the cost of Aurora. The city is responsible for maintenance unless it is due to Aurora production related changes.

9. AUTHORITY AND CONTROL

Nothing in this MOU shall be construed to transfer ownership, management authority, or final operational control of LAC technical equipment, systems, facilities, or production infrastructure from the City to Aurora Theatre.



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The City shall retain final authority over the operation, staffing, allocation, maintenance, and management of City-owned technical assets and LAC technical operations.

10. RELATIONSHIP TO LEASE AND OPERATIONS AGREEMENT

The Parties acknowledge that this MOU is intended to establish the technical services framework between the City and Aurora Theatre and shall ultimately be incorporated into and made a part of the Lease and Operations Agreement currently under discussion between the Parties.

Upon execution of the Lease and Operations Agreement, the applicable provisions of this MOU shall be incorporated therein, and the Parties shall coordinate any necessary conforming amendments to ensure consistency between the documents.

11. TERM

This MOU shall become effective September 1, 2026, and shall remain in effect until incorporated into the Lease and Operations Agreement or otherwise terminated or amended by mutual written agreement of the Parties.

12. AMENDMENTS

Any amendment to this MOU shall be in writing and approved by authorized representatives of both Parties.

13. ENTIRE UNDERSTANDING

This MOU represents the understanding of the Parties regarding the technical services described herein and supersedes any prior discussions or understandings between the Parties concerning the specific technical services addressed by this MOU, except as otherwise expressly incorporated into a subsequent written agreement.

(Add signatures)