



PORT COLBORNE

CITY OF PORT COLBORNE REQUEST FOR PROPOSAL

For Lease/Purchase of Roselawn Centre Operations
(Including Theatre, Restaurant, Meeting Rooms
– In whole or in part)

ADDENDUM #4

This addendum shall form an integral part of the specifications and plans for the above project and shall be read in conjunction there-within. This addendum shall take precedence over all requirements of the previously issued specifications and plans with which it may prove to be at a variance, unless otherwise clarified by the Administrator.

This addendum must be signed by the proposer in the appropriate space and must be attached to the request for proposal for submission at the time of submission. Submitter's not including this addendum, signed as required may be rejected as informal.

The following pages are to be included in Addendum #4

Date issued: November 23, 2012

Michelle Idzenga-Cuthbert
Administrative Assistant to the Manager of Community Services

Proposer Signature: _____

Company Name: _____

Date: _____

Please initial on each page verifying receipt.

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Facility Tour Dates: November 20 and 22, 2012 @ 2pm

Nov. 20, 2012 at 2 PM – Questions

1. What is the subscription sales form last season of Showboat Festival Theatre?

This was not available from Showboat; however, ticket sales for the past 5 years are as follows (out of 12,000 tickets available):

2012 6,592 (55%)
2011 5,656 (47%)
2010 6,292 (52%)
2009 6,578 (55%)
2008 6,578 (55%)

2. Any Ticketing Agreements with external organizations?

Between the City and third party with no impact on Theatre operation, this is handled as a separate agreement between the City and third party.

3. Can the deadlines for RFP be extended approximately one week?

Please see under Addendum #3.

4. Are Showboat Books open to the public?

Showboat books are not open to the public. They could be made available to someone interested in taking over the corporation and only at the approval of the current Showboat Board of Directors.

5. What are the budgets from Showboat for Marketing, Staffing, Props and the budget in general?

A copy of the 2013 budget and a 2012 forecast was provided to Peter Senese Nov 9th, but it was for the purpose of City management to assess the possibility of the City running the theatre and the corporation of Showboat, and should not be shared with other parties unless approved by the Showboat Board of Directors.

Nov. 22, 2012 at 2 PM – Questions

1. Did Showboat Festival Theatre pay rent to the City through the winter months?

Their annual rent was based on and approved as not-for profit rate of \$30,000.00 per annum.

2. Can they see the Contract between the City and Showboat Festival Theatre?

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A formal contract/agreement was not available at that time; however, there probably was a report and motion to approve the non-profit rent amount.

3. Can they see the financial reports from Showboat?

Showboat books are not open to the public. They could be made available to someone interested in taking over the corporation and only at the approval of the current Showboat Board of Directors.

4. Would it be possible for them to take over the back stage bar from the City?

That would have to be proposed in your response to the RFP and further investigated in accordance with AGCO regulations. The City is the LLBO license holder and assumes the liability.

5. Would the City work with them? Example: Provide food services for bus groups?

That should be incorporated your response to the RFP.

6. What is the arrangement for ticket sales with the City?

The City owns the licensing agreement and operates the software ProVenueMax through the Roselawn box office. The City would continue to support ticket sales on a fee for service basis (to be negotiated) and would be prepared to discuss all reasonable arrangements with the successful proposer.

7. What did Showboat pay besides rent?

Showboat agreement through discussion, was also responsible for 50% of the Managers salary. She served as Executive Director of Showboat therefore they had the responsibility to cover half of the ED salary paid to the City.

8. Will they have access to database of names from Showboat/Roselawn Pro Venue System?

Under the MFIPPA the database is personal information that we cannot hand out or make accessible in any form. However, the City would be in a position through the use of ProVenueMax ticket sales send out information to all subscribers in accordance with mutually beneficial arrangement

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