

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1089270 **Vendor Name:** Salt Creek Ballet Company

Check Details:

Check Number: E0110542 **Check Amount:** \$ 22,000.00 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: TR26NUTCRKDEP **Invoice Date:** 11/3/2025 **PO Number:** NULL **Voucher Number:** V0913374

Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form *(cont.)*

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

2025 - NUTCRACKER PERFORMANCE AGREEMENT

This AGREEMENT made by and between **SALT CREEK BALLET** (hereinafter called COMPANY) and **College of DuPage/McAninch Arts Center** (hereinafter called PRESENTER) is the complete understanding governing the services to be provided by Company to the Presenter. The Company and Presenter have and do agree as follows:

I. Services to be rendered by Salt Creek Ballet

The Company will provide five (5) performances of **The Nutcracker** in the Belushi Performance Hall of the McAninch Arts Center at College of DuPage, Glen Ellyn, Illinois, on the following schedule:

Rehearsal and Performance Dates:

Wednesday, December 17, 2025 – Load-in 9:00 AM
Thursday, December 18, 2025 – Light Focus/Rehearsal 12:00pm
Friday, December 19, 2025 – Performance at 7:00 PM
Saturday, December 20, 2025 – Performance at 1:00 PM
Saturday, December 20, 2025 – Performance at 5:00 PM
Sunday, December 21, 2025 – Performance at 1:00 PM
Sunday, December 21, 2025 – Performance at 5:00 PM

Load-out Monday December 22 or Tuesday December 23 to be coordinated with Joe Hopper.

II. Services to be rendered by the Company, General Terms including payments to the Presenter:

- A. For this engagement, the Company will provide at its sole expense, all of the following elements:
 - (1) The Company will pay for salaries and fees of its personnel, food (except where noted), housing and transportation, and for transportation of Company goods and equipment.
 - (2) The Company will provide and pay for all scenic elements, props, and wardrobe.
 - (3) The Company warrants that it holds all required performing rights for the engagement. The Company will pay all required fees and royalties for such works including choreography, design, et al.
- B. The Company warrants that it maintains and pays appropriate liability coverage, social security, workers compensation, disability and appropriate medical coverage for its employees whose participation in the engagement is contemplated. Copy of Certificate of Insurance naming College of DuPage as Certificate Holder including an Endorsement Page will be provided by October 1, 2025. The Certificate of Insurance must provide evidence of liability coverage for CLIENT in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage, with a \$2,000,000.00 general aggregate. ARTIST cannot perform without this Certificate of Insurance.

III. Obligations of the Presenter including Payments to the Company

- A. Among its other obligations to be assumed under the Agreement as outlined herein, the Presenter agrees to make certain payment(s) to the Company, which payment(s) shall be known as the "engagement fee," to be made to the Company in recompense for its services to be rendered. The Presenter warrants and acknowledges that timely and complete payment of the engagement fee is of the essence of the Agreement and its obligations.
- B. Payment of the engagement fee of \$55,000.00 shall be made to Salt Creek Ballet (Tax ID #36-3415520) on the following date(s) in the stated amount(s):

- (1) Deposit of \$22,000.00 to be paid ASAP upon full execution of agreement.
- (2) Balance of \$33,000.00 to be paid after the final performance.

- C. Presenter agrees to provide ten (10) complimentary tickets per performance.
- D. Presenter will pay orchestra fees for the four performances described above.
- E. Presenter agrees to provide snacks (fruits, vegetables, cheese, crackers) and a luncheon meal for principals (estimated 15 people) on all performance days (Friday, 12/19, Saturday, 12/20, and Sunday, 12/21).
- F. Presenter agrees to provide up to sixteen (16) room nights of hotel for artist.


IV. Events beyond the Parties Control (Force Majeure)

- A. In the event that either or both parties shall be prevented from completion of its obligations under the Agreement as a result of Acts of God, labor disputes, civil tumult, war, riot, governmental actions or restrictions, failure, or any other legitimate condition beyond the control of the Company and/or Presenter, the parties shall then be relieved respectively of their obligations hereunder and there shall be no claim for damages by either party against the other. In such circumstances, if the Company has received a portion of its engagement fee from the Presenter as a deposit prior to the engagement, the Company shall refund the deposit to the Presenter.
- B. If the circumstances in this Article of the Agreement shall occur after the Company has performed a portion of its services to be rendered, it is understood and agreed that the Company shall receive an appropriate share of its engagement fee based on percentage of services already rendered at the time such circumstances shall occur.
- C. It is best understood and agreed that both parties shall make "best efforts" to overcome and adapt to circumstances described in this Article of Agreement in order to meet the obligations of the engagement in any way possible given the circumstances.
- D. Workshops are dependent upon approval of grants that are pending. If the grants are not awarded, the workshops will not take place.

V. Standard performance Rider is attached to and made a part of this Performance Agreement

IN WITNESS WHEREOF, the parties hereto have agreed to and signed this Agreement (Including any riders and/or addenda attached):

For the Presenter:

Signed by:

40886CF0BC3F425
College of DuPage
Ellen Roberts
Vice President, Administrative Affairs

11/3/2025

Date

For the Company:


Salt Creek Ballet
Lauren Kavanaugh
President, Board of Directors
lkavanaugh@saltcreekballet.org

10/18/25

Date

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Check Request - Salt Creek Ballet Co (Nutcracker) \$22,000 Deposit

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Wed, Nov 5, 2025 at 05:54 PM UTC

CC:

BCC:

Attached for processing. Thank you!

Linda Sharbaugh

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

1 attachment

Salt Creek Ballet (Nutcracker) Check Request \$22,000 Deposit wdocs lsmjdm.pdf