



Agreement made on September 20, 2018 by and between CCT Touring Company (herein referred to as COMPANY) and Miami Trace Elementary (herein referred to as SPONSOR). The SPONSOR agrees to pay the COMPANY for the engagement described below and as such agrees to all terms and conditions.

1. Sponsor (Billing) Information

Booking Contact: Amy Boston Phone: 740-333-2306
 Mailing Address: 3836 State Route 41NW Washington Court House, OH 43160
 Email Address: aboston@mtpanthers.org

2. Performance/Workshop Information

On-site Contact: Amy Boston Phone: 740-333-2306
 Performance Address: 3836 State Route 41NW Washington Court House, OH 43160
 Performance Date: December 13, 2018 Approx. Arrival Time: 9:00am
 Time: 10:00am Event: Mr. Scrooge
 Time: 1:00pm Event: Mr. Scrooge
 Time: 2:30pm Event: Mr. Scrooge
 Time: _____ Event: _____
 Time: _____ Event: _____

3. Compensation Agreed Upon

Performance (& workshop, if applicable): \$1,200.00
 Mileage: \$0.00 (Total Miles): N/A
 Total: \$1,200.00

4. Other: Mileage fee waived for multiple bookings.

ADDITIONAL TERMS & CONDITIONS

The COMPANY agrees to provide the following:

1. Complete production with sets, costumes, and fully staged performances at the agreed upon time and date.
2. Workshop content connected to the performance, focused on particular skill-building/thematic study as agreed upon during booking, and facilitated by trained professional Actor-Teaching Artists.
3. Online access to curriculum connection study-guides which may be downloaded by the SPONSOR for distribution to teachers: www.ColumbusChildrensTheatre.org/for-educators/downloads/

The SPONSOR agrees to provide the following:

1. The COMPANY must be allowed into the performance space no later than 30 minutes prior to the performance.
2. The performance space must be cleared of any and all physical obstructions including chairs, desks, other set pieces or gymnastics equipment prior to the arrival of the company. If a basketball net is stationed above the performance space we request it be raised to allow the performers to work above our set. The COMPANY can adapt to slightly smaller spaces, but request a 28'L x 20'D space with at least a 12' clearance from floor to ceiling. The exception to this space requirement is when booking a performance of BALLOONACY, which can be performed in a standard size classroom.
3. The performance and any workshops will begin at the agreed upon start time(s). This means that the students are seated and ready to enjoy the show/participate in the workshop at the starting time. The COMPANY books numerous events in a day and must remain on-schedule.

ADDITIONAL TERMS & CONDITIONS continued

4. The SPONSOR agrees to involve no more than the maximum number of students agreed upon for each workshop. Typically, this will be no more than 30 students per session, with 2 possible sessions occurring at one time. However, different ratios may be determined between the COMPANY and SPONSOR during the booking process.
5. The SPONSOR agrees to provide a person who is familiar with the electrical connections in the space and have lights (where available) pre-focused over the entire performance area.
6. The SPONSOR must provide someone recognized as an authority figure to give an introduction to the show. The Touring Road Manager can help with appropriate wording.
7. Audience members/workshop participants must be supervised by SPONSOR staff members at all times.
8. The Touring Road Manager will have sole and exclusive control of the performance and workshops, including the right to stop the performance if the audience is creating an unsafe acting environment. We also ask that teachers leave any work they are doing in the classrooms; the students will see the teachers are not engaged and follow suit.
9. The COMPANY does not permit any performance or rehearsal to be recorded, filmed, televised, or otherwise extended beyond the performance space without the consent of the Touring Road Manager.

Cancellation and Inclement Weather

1. In case of a Snow Day or an emergency on date of performance, contact **Morgan Thomas Mills (Touring Road Manager) immediately at 216.107.9723 (cell)**. If inclement weather should cause a school closure or delay, it is the SPONSOR's responsibility to contact the COMPANY. Both parties will then attempt to reschedule the performance at the earliest convenient time. If an agreeable time cannot be found, this contract is void.
2. If the COMPANY cancels or needs to reschedule a performance due to illness or accident, every consideration will be made with the SPONSOR in mind and payment will be discussed at this time.
3. In the event the SPONSOR cancels within 30 days of a performance without rescheduling, the SPONSOR will be liable for a cancellation fee of \$200.00.
4. In the event the COMPANY has arrived for a scheduled performance at the venue and the performance is cancelled, full payment is due. Extenuating circumstances can be discussed. If the performance can be rescheduled, the SPONSOR shall pay a \$200.00 lost time fee and the full cost of the rescheduled performance.
5. Performances are final and confirmed by phone or email at the time of booking. Failure to return this contract does not cancel a performance.
6. All cancellations must be in writing to the Director of Theatre Education. The COMPANY does not accept cancellations by phone unless it is the day of the performance.

Payment

1. Payment is to be in the form of a check made payable to Columbus Children's Theatre and is due the day of the performance/workshops. Any performance not paid after 30 days is considered late and is subject to late fees of \$25 for each consecutive 30 day period.
2. The INVOICE NUMBER for this agreement is located in the top right hand corner of this document. A separate invoice is provided on the third page of this performance agreement.
3. Payment should be handed directly to the Touring Road Manager, or mailed to:

Columbus Children's Theatre
Attn: Director of Theatre Education
177 East Naghten St.
Columbus, OH 43215

Please sign and return this agreement by mail to the address listed above, by fax to 614.224.8844, or by email to educationdept@ColumbusChildrensTheatre.org.

This agreement represents the entire understanding between the parties named herein and can only be changed with confirmation by both parties.

Sponsor Signature and Date



9/19/18
Company Signature and Date

Columbus Children's Theatre
 177 E Naghten St
 Columbus, OH 43215
 Tel (614) 224-6673 Fax (614) 224-8844



INVOICE TR121318 1 9/20/18

BILL TO	SHIP TO	INSTRUCTIONS
Amy Boston Miami Trace Elementary	Same as receipt	Attn: Courtney Cooke Director of Theatre Education
3836 State Route 41NW Washington Court House, OH 43160		

DESCRIPTION	UNIT PRICE	MILEAGE	TOTAL
Full Day: Mr. Scrooge	\$1,200.00	\$0.00	\$1,200.00

SUBTOTAL	\$1,200.00
SALES TAX	-
SHIPPING & HANDLING	-
TOTAL DUE	\$1,200.00