

## CONTRACT FOR SERVICES

1. Hands 2 Grow/Hands 2 God (H2G) will provide all materials needed for performance of its puppet show and/or workshop. This includes, but is not limited to 1) scripts, 2) stage, 3) props, 4) sound system, 5) lighting system, 6) props, and 7) performers. All of these materials remain property of H2G. Client agrees to pay for damage to any materials, if damage is inflicted by client or any guests of the client. In the case of puppetry workshops, H2G will provide all materials as listed on sign-up sheet for participants. Participants will also be responsible for bringing materials listed for them on the sign-up sheet. Participant numbers must be given to the workshop leader at least 7 days prior to the event.
2. For outdoor events, the client needs to make sure that Hands 2 Grow/Hands 2 God performers and their equipment are in an area sheltered from rain. H2G reserves the right to not perform if it is felt that adequate shelter is not provided. In the event of an electrical storm, your event will be suspended and the equipment shut down for the safety of the audience and the performers. There are no refunds for suspension or cancellation of events due to weather. If possible, the performance time may be adjusted by joint agreement of the event sponsors and H2G personnel. H2G personnel have sole discretion in this matter,
3. Hands 2 Grow/Hands 2 God is not responsible or liable for any injuries, accidents, misrepresentations, errors, omissions of any kind, negligence, carelessness, other problems or disputes which may arise during the term of this agreement.
4. Events cancelled by the client 14 days or more before the contracted event date will be subject to a 50% cancellation fee (50% of the remaining balance). Events cancelled within 5 days of the contracted event date are subject to a 100% cancellation fee. These cancellation fees shall be considered compensation to H2G for loss of other business opportunities. This forfeiture shall become zero if H2G is able to secure another booking for said date. If a cancellation is necessary, and both parties agree, the client's deposit may also be held to secure an alternate date in the future.
5. In the rare event that Hands 2 Grow/Hands 2 God is unable to perform, compensation in full, including ALL fees collected, will be issued within 1 week of event. It is H2G's intention to never cancel a scheduled performance. Performances will be cancelled only in cases of emergency.
6. Set up for H2G performances and workshops:

### For performances:

Client will need to furnish an area at least 20 feet wide and 8 feet deep for stage set up. Seating should be ground level -- no bleachers. Seating is to be set up by the client at least 30 minutes before the show begins. Windows behind the staging area need to be curtained or blacked out so that the light cannot shine through the stage area. The stage should be within 40 feet of a reliable power source (preferably two outlets). H2G representatives need to have at least 1 hour prior to the performance for set-up and at least one half-hour for tear down.

### For workshops:

Client will need to provide a sufficient number of tables covered with newsprint, craft paper, or any other suitable material. A standard six foot table will be appropriate with 4-5 participants at each table. Chairs should also be provided. Workshop area should include a reliable power source with numerous outlets or safe extension cords.

Workshop Table Formula: # of participants \_\_\_\_\_ divided by 5 = \_\_\_\_\_ tables

-----**CONTRACT AGREEMENT**-----

1. Name of Client/Customer: \_\_\_\_\_

2. Name of Authorized Representative(s): \_\_\_\_\_

\_\_\_\_\_

3. Name/Address of Place of Engagement: (please e-mail directions to dpayne@fvlhs.org)

\_\_\_\_\_

\_\_\_\_\_

4. Date(s) of Engagement: \_\_\_\_\_

5. Compensation Agreed Upon:

Amount: \_\_\_\_\_

Special Terms: \_\_\_\_\_

NOTE: Client will make payments as follows unless otherwise agreed upon or listed in special terms above. Client agrees to pay by cash or check. No credit cards accepted.

- 1) 50% deposit required upon signing of this contract.
- 2) 50% remaining fee required at engagement.

-----**OUT OF TOWN ARRANGEMENTS**-----

6. Mileage Compensation Amount: \$\_\_\_\_\_

7. Meal Compensation Amount: \$\_\_\_\_\_

If other meal arrangements are planned, list below: \_\_\_\_\_

\_\_\_\_\_

8. Lodging Compensation Amount: \$\_\_\_\_\_

If other lodging arrangements are planned, list below: \_\_\_\_\_

\_\_\_\_\_

This contract for the services of the Hands 2 Grow/Hands 2 God puppetry team on the engagement described above is made this \_\_\_\_\_ day of \_\_\_\_\_ (month) of the year \_\_\_\_\_.

X \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature of Customer

X \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature of H2G representative