

The PuppeTree

P.O. Box 130 Post Mills, VT 05058 • 802-785-3031 • (fax) 785-3041 • E-mail: vtpuppet@starband.net

Letter of Agreement

This will serve as a letter of agreement between The PuppeTree, Inc., and _____
(Organization) with regard to a Shadow Puppet Performance of *The Legend of Sleepy Hollow* (The Performance) at the following location: _____

The PuppeTree will do _____ performance(s) at the above location on _____, at _____ (AM/PM) for a fee of \$600 per performance. We require a \$300 deposit per performance payable upon signing of this agreement. The remaining balance (\$300 per performance) is due at the time of The Performance. If, due to circumstances beyond our control, The PuppeTree, Inc. cannot do The Performance, all deposits paid to date will be refunded. Deposits cannot be returned for any cancellations by the Organization within 30 days of the performance.

To do The Performance, The PuppeTree, Inc. requires electrical outlets, and a 9'x14' area that can be darkened. *IF NECESSARY, CUSTODIAL STAFF SHOULD PLACE CARDBOARD OVER WINDOWS AND SKYLIGHTS WITH PACKING TAPE [NOT DUCT TAPE] BEFORE THE PUPPETREE ARRIVES.* Performances can be done outside after dark. The area reserved for the puppet stage must be flat, dry, clean and free of obstacles. The Organization will be responsible for operating house lights. The PuppeTree, Inc. will arrive an hour before the performance on the day of the scheduled performance. Help unloading from the truck is always welcome. The PuppeTree, Inc. players will set up and strike the puppet stage.

As part of the performance fee, teacher materials and lesson plans related to *The Legend of Sleepy Hollow* will be available at our website before the Performance (www.vtpuppettree.org). There will also be other enrichment materials available at the website to the Organization when it fills out and returns the performance assessment forms.

Ann Legunn, Artistic Director, The PuppeTree, Inc.

Date

Signature, Title

Date

Organization

Please sign and send with \$250 deposit to:
Puppetree Inc.
P.O. Box 130
Post Mills, VT 05058