

**Cincinnati Playhouse Outreach Tour Contract between Cincinnati Playhouse
in the Park ("CPIP") and Charles H. Kelly Elementary ("the School")**

CPIP cannot perform at the School unless it has received a copy of this contract signed below by both the School's designated Contact Person and the School's Principal. Each contractual item must be initialed by either the Contact Person or the School Principal.

The CPIP Touring Company shall perform Five Little Monkeys on Friday, May 3, 2019 at 1:00 PM. This program is appropriate for Grades K-3.

Please fill in the following information.

Actual Grades Attending _____ Number of Students Attending _____
Number of Classrooms attending _____

CPIP touring performances last between 45 and 60 minutes and will include a post-show question-and-answer session provided the performance has begun on schedule and if the School and CPIP stage manager determine that there is enough time.

Initials

- JS 1. The School agrees to remit a fee of \$250.00 no later than 30 days prior to the scheduled performance.
- JS 2. The School shall contact CPIP with any changes, as well as return communication by phone or email as soon as possible.
- JS 3. The School shall provide adequate parking for CPIP vehicles, as close to the performance space as possible.
- JS 4. The School's Contact Person shall greet CPIP personnel when they arrive to facilitate school communication, unloading, set-up, performance and reloading. If the School's Contact Person cannot be present, the School shall designate another responsible adult and inform CPIP at least two days before the performance.
- JS 5. Two adults or competent students shall assist with the loading and unloading.
- JS 6. The performance area used by the actors shall be at least 20 feet by 20 feet, flat, clear of furniture or raised platforms, and clean. The ceiling shall have a height of at least 9 feet.
- JS 7. CPIP shall have exclusive use of the performance room from one hour before to one hour after the performance. We can't set up or tear down if the room is being used for other purposes. Please do not have another class or activity scheduled in the space at that time.
- JS 8. The School shall provide a staff person who understands the lighting and other technical systems in the performance room.
- JS 9. CPIP shall have access to two working electrical outlets within 50 feet of the performance area.
- JS 10. The School shall supervise the audience. It is the responsibility of the school to manage students' behavior. CPIP reserves the right to terminate a performance if CPIP's stage manager feels that the students' behavior is too disruptive.
- JS 11. Photographing, videotaping or otherwise recording a performance is strictly prohibited.

Some of these requirements may be waived or modified by CPIP upon reasonable request by the School. If a performance is cancelled due to weather or other conditions beyond CPIP's control, including illness, CPIP will make reasonable efforts to re-schedule. If it cannot be re-scheduled, the School will receive a full refund.

Agreed upon by,

Daunielle Rasmussen 11/9/2018

Daunielle Rasmussen /date
Director of Education
Cincinnati Playhouse in the Park

Teresa Messenger /date
School Contact
Charles H. Kelly Elementary

Kathy Gutzwiller 11/28/18

Kathy Gutzwiller /date
School Principal
Charles H. Kelly Elementary

Please keep a copy for yourself and return the original

Account # 281988
Order # 1098023