

**CINCINNATI SHAKESPEARE COMPANY
TOURING PROGRAM BOOKING AGREEMENT**

The Otto M. Budig Theater
1195 Elm Street
Cincinnati, OH 45202
Fax: (513) 842-2221
Phone: (513) 381-2273

Customer: Gray Middle School
Contact: Amanda Volpenhein
Address: 10400 US 42
Union, Kentucky 40191

Email: amanda.volpenhein@boone.kyschools.us

Order Id: 19-JP-24VS

Title: R&J Tour & Workshop

Event Name: ED: Two Hours Traffic 2019-2020

Arrival Time: 6:15am

Venue: Gray Middle School

Start Time: 7:45am

Date of Event: 10/15/2019

End Time: 10:30am

PAYMENT INFORMATION:

of Seats Reserved by Ticket Type:

School - 2

Order Total: \$900.00

Total Due: \$900.00

Final Payment Due: 8/31/2019 - due date for ED: Two Hours Traffic 2019-2020

50% deposit is due upon booking

Terms of Engagement

Your booking is not considered 'confirmed' until this agreement is signed and returned to CSC. If this contract is not received after 7 days, CSC reserves the right to release the performance dates and/or seats to others. Deposit: A 50% deposit is due at the time of booking. You may either send the deposit payment with this agreement or send as soon as possible after returning this agreement.

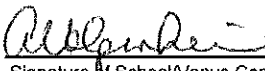
Payment Details: Full Payment for all programs must be made no later than 45 days prior to your performance date (see date above). Please make your controller/treasurer aware of the need to arrange prompt payment. Cancellations or adjustments to your reservation (including changes in reserved seats for an Educational matinee) may only be made up to that point, 45 days prior. It is the responsibility of the teacher or contact to be aware of performance dates and deadlines related to his or her reservation(s). After 45 days prior, CSC will consider the reservation final and the school/customer will be responsible for full payment of all seats reserved or programs scheduled, no exceptions. If a program is booked within 45 days of the performance date, full payment must be made immediately.

Cancellation: If a show must be cancelled due to inclement weather (including school closing), serious actor illness or other emergency, CSC will make every effort to reschedule the program during the current year as soon as possible. All bookings are non-refundable and non-exchangeable. All plays and dates are subject to change. CSC reserves the right to collect surveys and/or donations from audience members.

Credit cards, checks and cash are accepted (POs are not acceptable as final payments). Checks payable to 'Cincinnati Shakespeare Company'. CSC is a 501(c)(3) Non-profit organization. EIN # 31-1413229. Any questions regarding payments should be directed to the CSC's Accounts Payable (513) 381-2273 ext. 3206 or lettie.vanhemert@cincyshakes.com.

Fax completed contract to 513-842-2221 or email a scan to kristen.race@cincyshakes.com.

Accepted and Agreed:


Signature of School/Venue Contact

Signature of Administrator/Controller
(Optional)