



## Letter of Agreement

Kentucky Shakespeare and Longbranch Elementary hereby agree to bring Kentucky Shakespeare's Outreach Education Programs to Longbranch Elementary.

### Program Details

On 3/31/2020, Kentucky Shakespeare will bring to your students the following:

Program Name:	Time:	Max # of Students:	Grade Level(s):
Living History: We the People	9:45-10:45am	150	5th

### Attendance Policy

We recommend the audience size not exceed the above number of students. We understand that often times in order to serve a body of students, teachers must include as many students as possible. Therefore we will allow up to a maximum number of students at no additional charge. Beyond the stated maximum number of participants, there will be a \$5.00 charge per student for each additional student. Please contact the education department at 502.574.9900 for more information.

### Payment

The total cost for your interactive performance program(s) is: \$450.00.

This amount is the total cost of all programs less any sponsorship money.

Payment for the full amount is due 14 days prior to the performance. Programs will not take place until payment is received. Please make checks payable to Kentucky Shakespeare.

### Additional Conditions of the Agreement

1. Payment will be refunded if a cancellation takes place within 30 days of confirmed booking so long as the cancellation is more than 90 days from the performance program date. Otherwise payment is nonrefundable. If school is closed due to weather conditions, the program(s) will be rescheduled in the same school year at no additional cost.
2. In the case of cancellation, payment is due in full on or before the aforementioned performance date. Any payment received after the scheduled performance date will incur a 15% late fee and an additional \$5.00 per day thereafter.
3. Kentucky Shakespeare assumes no liability or responsibility for accident, injury or cancellation in cases of Acts of God, strikes or any other causes beyond the organization's control.
4. Kentucky Shakespeare requires at least one staff member to be in attendance during the performance or workshop at all times that students are present.
5. It is understood that the actors' program may not be audiotaped, videotaped or broadcast without written permission from the Education Department.

Kentucky Shakespeare

By: \_\_\_\_\_, Education Programs Manager

Longbranch Elementary

By: \_\_\_\_\_  
Signature of Booking Contact      Print Title      Date

Please FAX (502.566.9200) or MAIL signed agreement to: Kentucky Shakespeare 323 West Broadway, Suite 401, Louisville, KY,



Dear Educator,

Thank you for choosing Kentucky Shakespeare to enrich your students' lives with Art Education! We know that the arts are essential to a child's educational experience and development. It is our object to keep the arts alive and thriving in our schools and communities.

In this packet, you will also find:

- Itemized Invoice - Payment is due 14 days prior to our visit unless approved
- Letter of Agreement - Sign and Return ASAP by Mail, Email, or Fax as it must be on file pre-performance

For our visit, please be aware:

- For Performances, our Artists will need approximately 30 minutes in the space to load in and 15 minutes to load out.
- For Workshops, our Artists will need approximately 10 minutes in the space to load in and 5 minutes to load out.
- Please be diligent about having your students in position to begin at the specified Start Time. We may have other visits occurring that day and are required to adhere to a specific schedule in order to be on time for all of our partners.
- As a friendly reminder, *Kentucky Shakespeare requires at least one staff member to be present with our Artist Educators any time students are present.*

Comprehensive **Study Guides** are available for you and your students on our website:

<http://www.kyshakespeare.com/education/resources/>. The Study Guides include essential background information, pre/post performance activities, and a list of applicable Academic Standards.

If there are any other special accommodations or requests that need to be arranged, then please let us know how we can prepare for a successful visit with your students. Please feel free to contact the Education Department with any questions. We sincerely thank you for choosing Kentucky Shakespeare, and we look forward to working with you!

All my Best to You,

A handwritten signature in cursive script that reads "Hannah Pruitt".

Hannah Pruitt  
Education Programs Manager  
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