

**Chapter 6 - Legal**

SAMPLE LETTER OF AGREEMENT

(Put your own title here if you wish)

**Your Logo/Address**

Today's Date

Name of person or company hiring you

Their Address

Dear (name of your contact):

Thank you for your interest in my show. This letter will confirm our understanding with regard to the event we discussed today by telephone.

You, (name of person hiring you) of (their address), have agreed to engage me, (your name), to perform a 20-minute magic show (or whatever you've been hired to do) on the front porch of your home (or whatever location you have agreed to) at approximately (time and date of the performance) for you and up to (# of) guests.

In exchange for my services, you agree that you will pay me the sum of (some amount) in cash as my full compensation for this engagement. As we discussed, you will send (some portion of the fee) of that fee back to me along with a signed copy of this letter in order to secure the date, and the rest will be delivered to me immediately before my show begins.

If this meets with your understanding of our agreement, and represents the full agreement between us to the best of your understanding, please sign in the space provided below and return a copy of this letter to me along with your deposit. I look forward to being with you on (the date you're engaged for).

Sincerely,

(Your Name)

AGREED & ACCEPTED:

\_\_\_\_\_  
(Client's Name)

\_\_\_\_\_  
Date



*Beyond Applause Questionnaires*



SAMPLE AGREEMENT B  
Contract & Invoice

This contract is for the personal service of (ARTIST): \_\_\_\_\_  
\_\_\_\_\_

Purchased by (PURCHASER): \_\_\_\_\_  
\_\_\_\_\_

For the Engagement described below, made as of: \_\_\_\_\_

Name & Address of Engagement: \_\_\_\_\_  
\_\_\_\_\_

Date/ Start and Finish Time of Engagement: \_\_\_\_\_  
\_\_\_\_\_

Type of Engagement: 1 Hour of Strolling Close-Up  
Magic and Comedy for Party Guests

Payment: \$ \_\_\_\_\_

Other Terms and Conditions:

Artist shall be responsible for all of his own material, props and costumes for this event. He shall provide his own transportation to and from the event. Client contact at the event is: \_\_\_\_\_. Artist will be paid by \_\_\_\_\_ for this engagement by company check delivered to Artist at least 1/2 hour prior to the beginning of his performance engaged hereunder.

It is understood that Artist will not pass out personal business cards or contact information at engagement, and that should Artist be asked to work for client again within six months of this engagement, Purchaser shall act as Artist's agent for such engagement at industry standard commissions.

It is understood that Artist is engaged as an independent contractor, responsible to pay all workers compensation, taxes, and the like in connection with his receipts for this engagement. Purchaser shall in no event be deemed employer, nor artist an employee of Purchaser in connection with this engagement.

Artist shall have no right of cancellation with regard to this engagement, except in the event of an unavoidable "act of God" which would prevent his fulfillment of obligations hereunder.

## *Beyond Applause Questionnaires*

This document represents the complete agreement between the parties with regard to this particular engagement, and may be altered by a subsequent document signed by both parties. Purchaser agrees that this document shall serve as both contract and invoice for the engagement described herein.

Purchasers Name:

Services Rendered by:

x \_\_\_\_\_

x \_\_\_\_\_

### **Assignment:**

Create your own standard agreement, with the appropriate language and blank spaces, that you will be able to use for your next gig.



*Beyond Applause Questionnaires*



*Beyond Applause Questionnaires*



*Questions from Chapter 6: Legal*