

# PECULIAR PEOPLE

## BOOKING INFORMATION FORM

This form is used to gather information regarding a Peculiar People performance. This is not an actual contract. The information on this form will be used to construct the final contract. Please fill in all information which pertains to your performance. The more accurate information you can provide, the easier the booking and performance process will occur.

**INSTRUCTIONS:**

1. Print clearly
2. Use dark blue or black ink only
3. Fax completed form to: 615-595-2969 ASAP

OFFICE USE ONLY
-----------------

**ORGANIZATION CONTACT INFORMATION**

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE #1: \_\_\_\_\_ PHONE #2: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_ ANY DENOMINATION AFFILIATION: \_\_\_\_\_

HOW DID YOU HEAR ABOUT PECULIAR PEOPLE? \_\_\_\_\_

**SPONSOR CONTACT**

NAME: \_\_\_\_\_

POSITION / TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

NIGHT PHONE / MOBILE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**PERFORMANCE LOCATION**

**PLEASE INCLUDE DIRECTIONS TO PERFORMANCE SITE ON A SEPARATE SHEET**

NAME: \_\_\_\_\_

FACILITY TYPE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

**NOTE:**  
Peculiar People does not perform at outdoor venues. (i.e. parks, picnics, amphitheaters, etc.)

**PERFORMANCE INFORMATION**

PERFORMANCE DATE: \_\_\_\_\_ THROUGH \_\_\_\_\_

PERFORMANCE TIME: \_\_\_\_\_ TOTAL TIME FOR PERFORMANCE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ (i.e. Outreach, Missions, Dinner, Holiday, etc.)

TITLE OF EVENT: \_\_\_\_\_

EXPECTED AUDIENCE SIZE: \_\_\_\_\_  PUBLIC  PRIVATE

REQUESTED SKETCHES: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- PECULIAR PEOPLE requests:**
1. Access to performance venue approx. 90 minutes before event
  2. At least **two** people be available to assist with merchandise table setup, sales and take-down..
  3. A 8 foot -> 10 foot long table be available for product display.
  4. A sound tech to be available approx. 45 min. before event for sound check.
  5. Permission to promote any public performances.

# BOOKING INFORMATION FORM

(continued)

## TRAVEL

PECULIAR PEOPLE WILL BE:  DRIVING  
 FLYING

TOTAL ROUND TRIP MILES = \_\_\_\_\_

MILEAGE EXPENSE: miles x \$0.485 = \_\_\_\_\_  
(Federal Rate effective January 1, 2007)

TRAVEL HOTEL EXPENSE\*: \$ \_\_\_\_\_

AIRLINE: \_\_\_\_\_

ARRIVAL: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RETURN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ARRIVAL FLIGHT NUMBER(s): \_\_\_\_\_

RETURN FLIGHT NUMBER(s): \_\_\_\_\_

FLIGHT EXPENSE: \$ \_\_\_\_\_

RENTAL CAR COMPANY: \_\_\_\_\_

CAR PICKUP: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CAR RETURN: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CAR EXPENSE: \$ \_\_\_\_\_

SHIPPING EXPENSE\*\*: \$ \_\_\_\_\_

TOTAL TRAVEL EXPENSES: \$ \_\_\_\_\_

## LODGING AT LOCATION

HOTEL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

CHECK-IN: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CHECK-OUT: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RESERVATIONS BY:  SPONSOR  OTHER:

NUMBER OF ROOMS NEEDED: \_\_\_\_\_

TOTAL LODGING EXPENSES: \$ \_\_\_\_\_

\* Please request a non-smoking, ground floor room with two beds at a hotel which accepts pets when making hotel reservations.

\*\*Expenses incurred from Hotel costs will be the responsibility of the sponsor. It is also the responsibility of the sponsor to make all hotel and lodging arrangements at performance location.

## PERDIUM

Apart from travel and lodging expenses, PECULIAR PEOPLE requires a daily peridium of \$40.00 for each actor. This peridium is paid for each day of travel and while on location.

NUMBER OF ACTORS: \_\_\_\_\_

TOTAL DAYS: \_\_\_\_\_

TOTAL PERIDIUM: \$ \_\_\_\_\_

PECULIAR PEOPLE will not fly to any performance unless necessary, due to the amount of luggage and increased security time at airports.

\*Travel Hotel Expenses are incurred at a standing rate of **\$85.00** per night. Necessity of a Travel Hotel is based upon every six (6) hours of driving time. Travel Hotel Expenses are to be reimbursed by sponsor.

\*\*When flying, props and other necessities will be shipped ahead of the actors flight arrival. These shipping charges are to be reimbursed by sponsor.

Flights and Car Rental will be arranged by PECULIAR PEOPLE and all expenses are to be reimbursed by sponsor.

Mileage expenses are calculated on round trip mileage originating from Franklin, Tennessee. Any exceptions to this will be noted on actual contract.

## PERFORMANCE HONORARIUM AGREEMENT

PECULIAR PEOPLE has agreed to perform for the sponsoring organization listed on Page 1 of this document. The sponsoring organization has agreed to give PECULIAR PEOPLE an honorarium in the amount of \$ \_\_\_\_\_

The sponsoring organization agrees to pay a non-refundable confirmation fee of 10% of the agreed honorarium (\$250.00 minimum) at the time the signed contract is returned to PECULIAR PEOPLE. Performance dates will only be held once a signed contract and confirmation fee are received by PECULIAR PEOPLE.

Additional notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PERFORMANCE CANCELLATION POLICY:

PECULIAR PEOPLE reserves the right to cancel any performance for contractual disagreements, health or personal reasons. Any money previously paid to Peculiar People will be refunded fully.

A **cancellation fee** of \$500.00 will be charged to any organization canceling a performance within 30 days of the performance date.

The full contracted honorarium will be charged to any organization canceling a performance within 7 days of the performance date.

# BOOKING INFORMATION FORM (continued)

## GUIDELINES, PROCEDURES AND REQUIREMENTS

1. PECULIAR PEOPLE does not perform at outdoor venues. (i.e. parks, picnics, amphitheatres, etc.)
2. PECULIAR PEOPLE requests that lodging accommodations be made with hotels. Any other arrangements must be discussed and agreed upon by PECULIAR PEOPLE management. All accommodations should be private, have a private bathroom and be able to **accommodate a 12 lb. dog**. It is preferred that this room be a suite to provide working conditions.
3. Expenses for meals are included in actor's per diems. Other arrangements for meals should be discussed with PECULIAR PEOPLE management prior to arriving at performance location. Per diems are required and will not be discounted even if meals are provided.
4. To insure the performance is enjoyed by all attending, PECULIAR PEOPLE requests that nursery services be offered during family events or that children under 5 years of age do not attend performances.
5. PECULIAR PEOPLE requires the use of the house sound system. PECULIAR PEOPLE will bring auxiliary wireless microphones which must patch into the house sound system. If this is not possible, arrangements must be made prior to booking.
6. PECULIAR PEOPLE requests that bottled water and brewed coffee, if possible, be available to the musicians/staff prior to, during and after performance while on location.

## PERFORMANCE REQUIREMENTS

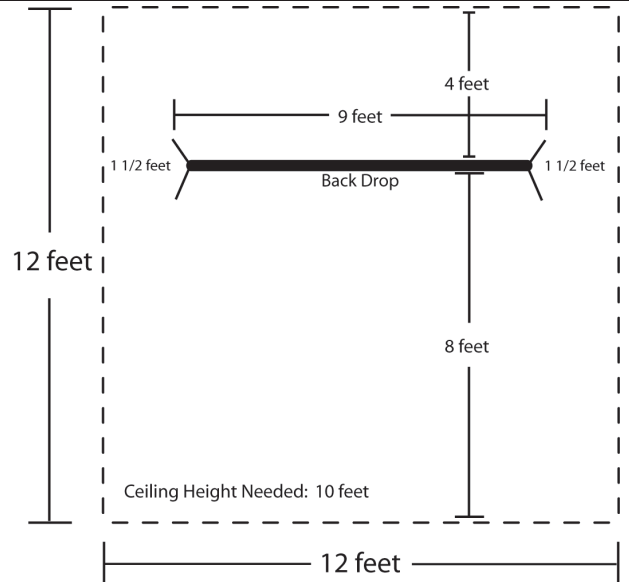
PECULIAR PEOPLE requires the following space and configurations for **most** performances.

STAGE:            Length = 12 feet  
                      Width = 12 feet  
                      Height = 10 feet

If this configuration is not available, please discuss with PECULIAR PEOPLE before contract. This does not mean they will be unable to perform. PECULIAR PEOPLE only needs to know in advance.

MERCHANDISE TABLE:    Length = 10 feet  
    Width = 3 feet

\* **Note** - Peculiar People will provide a portable backdrop unless otherwise noted or arranged.



## CONTACT INFORMATION

Additional information about PECULIAR PEOPLE may be found at:  
[www.peculiarpeople.com](http://www.peculiarpeople.com)

**Bookings managed by:**            **Curtis Stoneberger**  
    P.O. box 681846  
    Franklin, TN 37068  
    615.614.0033 - ph  
    [bookings@peculiarpeople.com](mailto:bookings@peculiarpeople.com)

## COPYRIGHT INFORMATION

All information, documents, photographs, audio and promotional materials are protected under copyright by PECULIAR PEOPLE INC. Materials are for promotional use only. Any unauthorized use is subject to prosecution by law.

I have completely read each page of the Booking Information Form and have completed all spaces to the best of my knowledge. I understand this information will be used to construct the final contract. I also understand that PECULIAR PEOPLE INC. has the right to add, delete or alter any of the policies which are stated on this form before final contract.

Name of Sponsor (PRINT): \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_