



**Organization or Group Show Contract**

Organization or Group Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Total Number of People Attending: \_\_\_\_\_ Age Range: \_\_\_\_\_

Additional Requests/Info: \_\_\_\_\_

How did you hear about Animal Tracks Outreach? \_\_\_\_\_

Please describe where the show will be held (i.e. indoors, class room; outdoors, in park)

***Please answer the below questions:***

Is the venue non-smoking? \_\_\_\_\_  
(we need to know as our animal's respiratory systems are very sensitive)

Are there any facility pets or staff pets present? \_\_\_\_\_  
\*If there are pets in your facility, please make sure they are secured in another room during the time we are present.

***Please read through this document, and sign and date where applicable. From this point on “ATO” will refer to Animal Tracks Outreach.***

### **1. Travel Fee**

There will be a travel fee of \$.50 per mile one way outside a 15-mile radius of 59601. Or if we are traveling to Bozeman, Butte or Great Falls, a travel fee of \$30 will be charged. If you would like to know what your fee will be ahead of time, please email or call us with the address of where the show will take place. The travel fee is to help pay for the high cost of gas. Whereas the fee does not entirely cover our gas cost, it does help.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 1.***

***Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

### **2. Parking**

On the day of the show, you must make arrangements to save adequate parking for our vehicle in front of your residence or location. This is especially essential in the case of city parking. This does not mean simply a space to load/unload and then park elsewhere; we require a reasonably close space, preferably directly in front of your venue, that we can leave our vehicle during the duration of the show. If there is “No Parking” in front of the venue, you will provide parking as close as possible.

***Read and Sign: I understand that adequate, legal parking space for ATO directly in front of my venue is necessary on the day of the show, and I will make the necessary arrangements to provide that space, including any required permits or fees. If I fail to provide parking, a charge will be added to my show’s balance; and if ATO receives parking tickets or is towed because I failed to provide legal space and/or permits, I agree to pay the full price of the ticket(s) and any fees associated with being towed or booted, as well as the full price of any other ATO shows missed as a result of having been towed or booted.***

***Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

### **3. Smoke and Fumes**

Our animals are very important to us, and without them we would not be ATO. We will not knowingly allow any harm to come to our animals.

That said, many animals, in particular birds and invertebrates, are highly sensitive to smoke and other fumes in the air; often in such a way that their lives are put in immediate danger. ATO requires that any activity that produces smoke or fumes, including but not limited to: smoking E-Cigarettes, Vape, cigarettes, cigars, and pipes; cooking on a stove or grill (especially with Teflon-coated pans); having a bonfire, burning leaves/trash, etc., be ceased one hour before we arrive and during our entire stay, and resumed only after we have left. No exception to this rule. As a general rule, if *we* can smell it, the *animals can too*, and that constitutes a breach of this regulation.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 3.***

***Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

#### 4. Shelter

For outdoor shows, shelter from the sun, cold, wind, and rain is required. Under no circumstances will any of our animals be exposed to direct sun, extreme heat and cold or precipitation. We will not do shows outside if the temperature (including wind chill) is below 60°F. If the temperature exceeds 80°F our chinchillas will not be able to attend the show. We request, if possible, that the show be moved to an air-conditioned venue when outdoor temps exceed 80°F.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 4.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

#### 5. Accessibility and Space

Please consider the number of stairs ATO staff will have to navigate. We request that no more than *two* flights of stairs be used to access the show area.

Adequate room to set down our animal crates and a small space to act as a “stage” is required. Adequate space is usually about 8ft by 8ft. The audience is expected to stay out of this 8ft x 8ft area; to protect ATO staff, our animals and you, we need this room to move around comfortably and safely with the animals, so that no one will be harmed.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 5.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

#### 6. Arrival

We try to arrive to your venue roughly 10-15 minutes before the scheduled time, in order to allow adequate time to set up. Details concerning arrival are as follows:

- We will typically come to the door to introduce ourselves and look for the person listed as our contact. Make sure you are ready to answer questions and show us the area you had in mind for us to set up and perform the show.
- Please make sure the path to the staging area is clear, with all show attendees out of the room or area until we are set up and ready.
- We ask that children especially be kept from approaching our staff and vehicle during set up. This is for theirs and the animals’ safety.
- Our schedule is tight; as such, we often cannot wait more than a couple minuets after the scheduled time to start the show. It is because of this, we ask that you ensure all guests arrive early.
- As discussed in section 2, be sure to make all the necessary arrangements for parking.
- Please be ready to provide payment as soon as the show is concluded. We accept cash, checks and credit cards.
  - You are responsible for any overdraft or bounced check fees.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 7.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

## 7. Cancellations and Delays

ATO may cancel shows due to inclement weather and dangerous travel conditions. If this should occur ATO will refund you in full. If you need to cancel, a 72-hour cancellation period is required. *Your deposit will not be refunded.*

From time to time, our arrival time is taken out of our control due to accidents, weather conditions, etc., causing us to be late. If our arrival is delayed, we will call you ahead of time to let you know. We may not always be able to give you an accurate estimate of our arrival due to the unpredictability of weather and traffic conditions. In such circumstances, we will still give you the time you've paid for when we arrive.

If you or your guests are late to the show, and you want us to wait for their arrival, we *can* wait. However, the clock for the show will begin counting down from the 1 hour allotted, beginning at the scheduled start time. Whatever time remains when you are ready to start will be the only time you have for the show.

***Read and Sign: I understand and agree to the terms and conditions set forth in section 7.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

## 8. Add-Ons

You may add time in 15-minute increments for \$20 each. This additional time must be decided upon when scheduling your show with an ATO representative, whereupon you must also decide whether or not you want the extra time *during* the show or *after* the show.

\_\_\_\_\_ I would like additional time added to my show.

## 9. Animal Requests

You may request specific animals for your show. We will try our best to honor your request, however, ATO has the final say in what animals will attend.

Requested animals: \_\_\_\_\_

\_\_\_\_\_



*I have read and understood Animal Tracks Outreach Show Contract and agree to their terms and fees.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send your \$35 deposit with this contract. We accept personal checks and credit cards. If you would like to pay the deposit via credit card, please call us at 406-459-6618.

\*Please do not send cash through the mail!

Make checks payable to: Animal Tracks Outreach LLC

\*You are responsible for all bounced check fees.

Please send this contract and deposit to:

Animal Tracks Outreach LLC  
2735 Winslow Ave.  
Helena, MT 59601

Or

animaltracksoutreach@gmail.com