BUSINESS THEATRE AND EVENTS
Letter of Agreement and Security – Single Production

Employer Information	
Company:	Phone:
Producer or Company Contact:	
Address:	
Type of Business: Corporation ☐ Partnership ☐ Joint Venture ☐ Sole Owner ☐	
State in which Articles of Incorporation or Business Certificate is filed:	
Payroll Information	
Type of Payroll: Employer ☐ Paymaster ☐	Federal Employer ID: (self or paymaster)
Unemployment State and #: (self or paymaster)	
(If you are using a paymaster service, please enter the company's name, address, and phone. Also, enter their federal employer ID, and unemployment insurance information above.)	
Paymaster Company:	
Paymaster Address:	Phone:
Production Information	
Title of Production:	

1st Rehearsal:	1st Performance:	Final Performance:
# of Weeks	# of Actors/SM's Employed: /	Rate of Pay (If above min)
Location of 1st Rehearsal:		
Location of 1st Performance:		

The undersigned Producer hereby acknowledges receipt of the current Actors' Equity Association Agreement Governing Employment in Business Theatres and Events. It is agreed that by signing this letter, the undersigned Producer and Actors' Equity shall be deemed to have executed said Agreement and hereby agree to be bound by all its terms and conditions including provisions relating to the arbitration of disputes.

Producer agrees to sign all Actors to individual employment contracts using only the contract forms supplied by Equity, and to provide Equity with all required report forms regarding Pension, Health and Union Dues.

Accepted and Agreement:

Authorized to Sign Contracts

(Company)

By

(Signature) (Print Name and Title)

By

(Signature) (Print Name and Title

(Residence Address)

Date

165 WEST 46 STREET NEW YORK NY 10036 TELEPHONE 212.869.8530 FAX 212.719.9815 WWW.ACTORSEQUITY.ORG
557 W Randolph Street Chicago IL 60661, 312.641.0393 6755 Hollywood Boulevard 5th Floor, Hollywood CA 90028, 323.978.8080
10319 Orangewood Boulevard Orlando FL 32821, 407.345.8600