

# Stephen F. Gillham

# Commercial Santa Contract



**Santa Attire for your Event**

### Agreement:

To guarantee rates and terms quoted, this Agreement must be signed and returned with deposit to Stephen F. Gillham (hereinafter Known as Santa), by \_\_\_\_\_ (date) If cancellation becomes necessary more than 60 days out, the Deposit, less 10% of the total booking fee, will be refunded. For the cancellation of any booking less than 60 days but more than 30 days out; deposit, less 20% of the total booking fee will be refunded. Cancellation 30 days out or less, the deposit will be forfeited. 30-minute bookings are limited to Private Single-Family home visits. All other home parties, corporate events and special events are a minimum one-hour. For home or private visits Santa will arrive within a +/- 30 minute window of scheduled time due to traffic or other unforeseeable circumstances. A break of ten minutes after each full hour of work is appropriate. A little cool water is always welcome. For Special Events, Santa will arrive approximately 15 minutes prior to appearance unless otherwise stipulated in this Agreement. All rates quoted include mileage within a 50-mile radius of Chapel Hill, NC. All costumes are standard Holiday dress. The "Santa Attire" for your event is labeled and shown in the photo. Special requests are at the client's cost and should be made to Santa in advance. Due to the nature of Santa's traditional outfits, it is necessary that he have periodic breaks and that his performance location be cool and comfortable, we recommend 65° - 70°. It is assumed that all events will be indoors, or that arrangements have been made if event is held outdoors, and therefore cancellations due to inclement weather are not accepted. Any and all photos taken of Santa, whether by individuals or professional photographers, are to be for private or personal use of the client and may not be used for commercial or promotions use without written permission of Santa.

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

I have read the above Agreement and agree to its Terms and Conditions. I understand that his booking will remain tentative, subject to cancellation by Santa, until the signed Agreement and Deposit are received.

**Client:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_  
(Fill in Client's Name)

**Santa:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_  
Stephen F. Gillham



Santa Stephen F. Gillham – TriangleSanta.com 5316 Elm Grove Lane, Chapel Hill, NC 27516  
Cell Phone: 919-624-6916, Back-up cell:919-624-0140 Fax: 919-869-1368 Email: [sgillham@nc.rr.com](mailto:sgillham@nc.rr.com)

# Booking Confirmation and Invoice for Triangle Santa:

Client's Name: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ To \_\_\_\_\_

Arrive at: \_\_\_\_\_ Event: \_\_\_\_\_

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

City/State: \_\_\_\_\_

Send Bill to: \_\_\_\_\_ Email: \_\_\_\_\_

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

## Phone Numbers:

Event coordinator's Name: \_\_\_\_\_

Coordinator's Email: \_\_\_\_\_

Phone number of event coordinator: Cell: \_\_\_\_\_ Wk: \_\_\_\_\_ Home: \_\_\_\_\_

Back-up person for Event Coordinator: Name: \_\_\_\_\_

Back-up's Email: \_\_\_\_\_

Phone number of event coordinator: Cell: \_\_\_\_\_ Wk: \_\_\_\_\_ Home: \_\_\_\_\_

Event Details: Host = \_\_\_\_\_

- Example: Host will provide photographer
- Example: Santa will be in Santa outfit as seen in photo page one of Contract
- Example: Host will provide assistants to help with controlling families and children
- Example: Host will provide favors for Santa to hand out to children
- Example: Host will provide chair for Santa to sit in

Total Time: *(fill in hours)* X \$175.00 per hour = Fee for Santa *\$(fill in amount)*

Total Time: *(fill in hours)* X \$75.00 per hour = Fee for Debra *\$(fill in amount)*

Total Fee for Event: \$ \_\_\_\_\_



Deposit of: (Half of Payment Due) must be received by: (Insert date) payable to: Stephen F. Gillham

Deposits must be received within five (5) business days of date due or may result in the appointment time being released to another party. Contact Santa immediately should you need to adjust the deposit date or make other arrangements.

Balance of *\$(insert amount)* in cash or check is due at end of visit payable to Stephen F. Gillham

Hourly Rates: \$175.00 for Santa and \$75.00 for Assistant Debra

Client's initials: \_\_\_\_\_

Santa's initials: \_\_\_\_\_

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

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

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