



The Players Theatre
Short Play
& Musical Festival

115 MacDougal | Street New York, NY 10012 | (212) 475-1237 | ShortPlayNYC.com

GENERAL AGREEMENT & CONTRACT

1: According to the terms and conditions herein below set forth, this agreement is made between **THE PLAYERS THEATRE SHORT PLAY & MUSICAL FESTIVAL (SPF)** hereinafter referred to as “**PRESENTER**” and _____, hereinafter referred to as “**PRODUCER/COMPANY**” regarding **THE PLAYERS’ THEATRE SHORT PLAY & MUSICAL FESTIVAL (SPF)**.

2. **ARTISTIC DIRECTOR/PRESENTER:** Brenda Bell, Artistic Director

3. **PRODUCER/COMPANY:**

Contact Name _____

Role (In Production) _____

Address _____

Primary Phone _____

Email _____

4. **PRODUCTION TITLE:**

5. **DATES:** Week 1: June 4 – 7 (tech is the evening of 05/31/26)

Week 2: June 11 – 14 (tech is the evening of 06/07/26)

Week 3: June 18 – 21 (tech is the evening of 06/14/26)

6. **LOCATION:** The Steve & Marie Sgouros Theatre, 115 MacDougal St., NY, NY. 10012.
This is a 3rd floor walk-up. There is no elevator.

7. The contract allows for **FOUR (4)** performances of the production named above, plus a technical rehearsal. Thurs, Fri & Sat at 7p and Sun at 3p.

8. The terms of this contract may be terminated at any time by the **PRESENTER**. Reasons for termination include but are not limited to: creating dangerous working conditions, behaving in a rude or abusive manner in person, over phone, or in email to **PRESENTER** staff or Players Theatre staff, intoxication, damaging **PLAYERS THEATRE** property, interruption of other rehearsals or **COMPANIES**. The **COMPANY** may terminate this contract at no penalty until



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and including, but no later than **5:00PM, Monday, April 20, 2026**. It is understood that termination of contract means **PRODUCER/COMPANY** will **NOT** perform in **THE PLAYERS THEATRE SHORT PLAY & MUSICAL FESTIVAL**.

9. Should **PRODUCER/COMPANY** terminate contract after **5:00PM, Monday, April 20, 2026**, a **ONE HUNDRED DOLLAR (\$100)** fee shall be imposed upon terminating **PRODUCER/COMPANY**.

10. **TECH FEE**

Producer may pay the **\$50** tech fee by check or credit card. Please check your preference below:

☐

I wish to pay by credit card – please send me an online invoice

☐

I wish to pay by check and will mail my check following the directions below

Please make checks payable to Victory Theatrical. Fees are due no later than: **Wednesday, April 15, 2026**. If you need an extension, please let us know.

Mailed checks are sent to: Victory Theatrical, c/o the Players Theatre, 115 MacDougal Street, NY NY 10012.

11. **PRODUCER/COMPANY** covenants to be solely responsible for and to indemnify and hold harmless the **PRESENTER** and **THE PLAYERS THEATRE/VICTORY THEATRICAL** against any claims or actions, including but not limited to those alleging personal injury or death, or property damage arising out of the occupancy or other use of **THE PLAYERS THEATRE** by the **COMPANY** or by any other party pursuant to the terms of this Agreement and any fault or act of negligence by **COMPANY** or any failure on its part to comply with any of their terms and conditions of this Agreement.

12. All use of **PRESENTER'S** props, costumes, equipment and all use of **THE PLAYERS THEATRE'S** props, furniture, equipment and facilities are subject to supervision, rules, regulations, policies and procedures of the **PRESENTER** which have the exclusive right to determine what shall constitute a proper and safe conduct and use.

13. **FAILURE TO PERFORM:**

- A. **FORCE MAJURE:** No party to this agreement shall be liable to the other(s) for the failure to perform under the terms of this Agreement, should such failure be due to unavoidable acts of God, riots, strike, epidemics, nuclear scare/accident, any act or order of public authority, or any other cause considered **FORCE MAJURE**, similar or dissimilar.
- B. **CANCELLATION:** Should **PRODUCER/COMPANY**, or anyone representing **COMPANY'S PERFORMANCE** fail to appear or perform for any reasons other than



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those specified in the Agreement Hereunder, **PRODUCER/COMPANY** agrees to pay **PRESENTER** a \$100 cancellation fee.

- C. **INCLEMENT WEATHER:** In The Event of a snowstorm or other major environmental disaster on the day of or on the day prior to the engagement, **PRESENTER** shall proceed to hold engagement as scheduled, provided that **PRODUCER/COMPANY** is in New York City and ready to perform, unless a state of emergency has been declared by the Mayor, Governor, or some other Civil Authority which prevents travel to the venue. In such a case the event will be canceled; neither **PRESENTER** nor **PRODUCER/COMPANY** shall be liable to the other party and both parties shall make their best effort to reschedule the performance within **SIX (6)** months, on the same terms.

14. **MEDIA AND INTERVIEWS:** **PRODUCER/COMPANY** agrees to make every effort to make himself/herself available for photo calls and/or interviews with press or broadcasting agents. **PRESENTER** will give **TWENTY-FOUR (24)** hour's notice to any media event. **PRODUCER/COMPANY** agrees to have photos taken of performances for promotional purposes by **PRESENTER**. **PRODUCER/COMPANY** may record their own play and take pictures during their performance, but not of other plays.

15. **WHAT COMPANY RECEIVES:**
PRODUCER/COMPANY shall receive **FOUR (4)** performances, on the week assigned by the **PRESENTER**. Additionally, **PRODUCER/COMPANY** shall receive a technical rehearsal, including lights and sound, at no additional cost to **PRODUCER/COMPANY**, prior to the first performance of each week.

16. **PERFORMANCE DATES:**
PRODUCER/COMPANY and any persons in **PRODUCER/COMPANY'S** performance, shall arrive at the theatre no later than **SIXTY (60)** minutes prior to the beginning of the evenings' performances.

17. **UNION STATUS:**
PRODUCER/COMPANY acknowledges that **THE PLAYERS' THEATRE SHORT PLAY & MUSICAL FESTIVAL** will be a **NON-EQUITY** production. Producers wishing to use AEA actors must negotiate their own union contract.

18. **INVOLVEMENT:**
PRODUCER/COMPANY acknowledges that **PRODUCER/COMPANY** is not allowed to assume more than two roles in the respective Production. This means that a playwright may appear in his or her play, but cannot direct it, or vice versa, etc.

PRODUCER/COMPANY assures that he/she has the right to perform his work and the **PRODUCER/COMPANY** retains sole ownership of property – **PRESENTER** retains no rights to work.

19. **PROGRAM:** **COMPANY/PRODUCER** will provide the name of all actors, writers and



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directors for use in the program and posters/flyers May 25. If COMPANY/PRODUCER fails to provide all names and other relevant program information by above date, the information will not be included in the program.

20. Script Changes:

Any **major** script changes must be highlighted, emailed to and approved by SPF Admin at admin@shortplaynyc.com. This does not include rewording of sentences or small edits. Any additional characters or NEW CONTENT must be approved by the SPF Admin.

21. COMPLIMENTARY TICKETS:

NO complimentary tickets will be provided. Producers/Playwrights/Directors/Casts may share the code CAST with friends and family to save \$10 off ticket sale prices. The discount may be shared on private social media accounts but not public social media accounts.

22. Viewing for Playwrights and Directors:

Playwrights and Directors are permitted to view their own plays each night without purchasing a ticket. They are welcome to view the other plays of the evening for free if room is available. If the show is sold out, it may be necessary to stand in the back unless a ticket has been purchased. Casts may view the other plays as room allows – the festival manager will assist.

23. CONTROL OF THEATRE:

THE PLAYERS THEATRE, all administrative and logistical, sound amplification and lighting equipment shall at all times remain in control of **Players Theatre** and **PRESENTER**.

24. COMPANY/PRODUCER will ensure that the short play presented **has not** appeared onstage at another venue in New York City within two months before first performance at the Players Theatre.

25. PRIZE:

By way of audience vote, one **PRODUCER/COMPANY** shall receive a **ONE HUNDRED DOLLAR (\$100)** prize each week. The results and individual tallies of the vote shall not be made known to anyone but **PRESENTER** and **PRESENTER** remains the sole executor of the audience vote. If the Producers show is longer than 15 minutes the prize may be deemed invalid at the sole discretion of **PRESENTER**. Prizes will be processed ASAP at the conclusion of the festival, but may take a few weeks. Please be prepared to provide a PayPal account. We do not issue checks.



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AGREED TO BY:

DATE:

THE PLAYERS' THEATRE SHORT PLAY & MUSICAL FESTIVAL

04/06/2026

For PRODUCER/COMPANY
