

# Visit with SANTA

---

Please read over this contract. If there are highlighted areas, please note and fill-in where applicable. Please sign and date. Return promptly to ensure your visit is on Santa's calendar!

If you have any questions please call the "Toy Shop" # listed on the bottom of the contract.  
I look forward to visiting with you this season!

## EVENT INFORMATION

Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Start : \_\_\_\_\_ End : \_\_\_\_\_

Client Name: \_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact: \_\_\_\_\_  
\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_

---

## EVENT DETAILS or Special Instructions

(i.e, breakfast, photos, attendees w/special needs, walk about greeting people, story time, adult only)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT/COMPENSATION

*( All visits are a minimum one hour charge)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate: \_\_\_\_\_ per hr x \_\_\_\_\_ hour(s) = \$ \_\_\_\_\_ + \_\_\_\_\_ (mileage) = TOTAL  
\$ \_\_\_\_\_

Mileage: \_\_\_\_\_ miles x \$.50 per mile (if visit is outside 20 mile radius from: 270 Olde Concord Road, Stafford, Virginia 22554)

Provided by client? Transportation ? \_\_\_\_Yes \_\_\_\_No Parking ? \_\_\_\_Yes \_\_\_\_No  
Lodging ? \_\_\_\_Yes \_\_\_\_No Meals ? \_\_\_\_Yes \_\_\_\_No

Since it is not appropriate for Santa to be seen accepting money, please place payment and gratuity inside a Christmas card or envelope and present to Santa. Payment is due at end of service by cash or check: **Make check payable to: Bill Portt**. Gratuity is not included, but is appreciated.

---

### TERMS/CONDITIONS

---

Santa always tries to arrive by the start time of the event, but may arrive a bit earlier or later due to unforeseen circumstances (i.e., traffic, weather, mechanical breakdown). A break of 10 minutes after each full hour of work is appropriate. A little cool water is always welcome. No smoking in vicinity of Santa. Sturdy 4-legged chairs are to be provided to conduct any seated visitation. It is assumed that all events will be indoors, or that arrangements for a covered area have been made if the event is held outdoors. Photos taken of Santa Claus are for personal use only and may not be used for commercial purposes without the written consent of Bill Portt.

---

Sorry, no pets without prior notification.

---

**Postponement/Cancellation:** Sometimes it becomes necessary to postpone or cancel an event. Reasonable emergencies that are beyond the control of either party will be taken into consideration (i.e., traffic, weather, illness, family death, mechanical breakdown, etc.). If an event is postponed, every effort will be made to reschedule the event. If the client cancels an event within 24 hours of the event start time and not rescheduled, 100% of agreed fee is required. Santa has the option of leaving an event if event has been misrepresented and/or inappropriate, but payment will still be required.

---

To guarantee rates and terms quoted, this contract must be signed and returned by:

---

Mail to: **Bill Portt 270 Olde Concord Road, Stafford Virginia, 22554**

---

I have read the above contract and agree to its Terms and Conditions. I understand that this booking is tentative until Bill Portt receives signed contract.

Bill Portt \_\_\_\_\_

Client Signature \_\_\_\_\_

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

**Toy Shop: (540) 659-1936 or Sleigh: (540) 845-867 santabill@verizon.net. [www.santabill.com](http://www.santabill.com)**

(Please keep a copy for your records)