



17 Villa Bianco Rd., Rosendale, New York 12472
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www.murdercafe.net

BOOKING POLICY

- A signed contract is mandatory, featuring full event details (date, time, venue address, set duration and show). A non-refundable deposit, often \$300.00, is required to secure the date.
- Murder Café offers several new shows every calendar year, plus a number of its long-running scripts. Although venues have their choice of shows, the show that will be contracted for will depend on its availability.
- Payment Schedule: the total fee and deposit amount will be agreed upon before the agreed upon date. The final payment will be due on the event day.
- If a public show is contracted for, Murder Café will collaborate on the marketing. They will supply artwork for a poster/flyer and social media posts. Murder Café will also initiate email blasts using their contacts. When appropriate, Murder Café will produce and distribute a press release.
- Cancellation Terms: if Murder Café or the venue agrees to cancel due to weather, personnel concerns, or other uncontrollable issues, Murder Café will reimburse 50% of the deposit as long as the cancellation is agreed upon no less than 10 days from the event date. Before that happens, an attempt will be made to reschedule.
- Performance Requirements: Murder Café will supply sound and technical equipment for the event. The venue will provide the Murder Café cast and crew a dressing room and meals after the show.
- Liability Insurance: Upon request, Murder Café will supply the venue with a liability policy.
- Venue Responsibilities: The venue will allow the Murder Café cast, and technical director, access to the performance space 90 minutes prior to show time to set up sound equipment, distribute programs and ensure that the tables and chairs and room setup will allow for the best possible experience for the guests.
- All scripts and performance materials are the sole intellectual property of Murder Café.
- Management and employees of the venue must interact with Murder Cafe talent in a courteous manner. Any form of harassment (sexual or non-sexual), discrimination, or intimidation will be prohibited.