

## Prop Designer's Personal Services Contract

THIS AGREEMENT is made this \_\_\_\_\_ day of

\_\_\_\_\_ by and between

\_\_\_\_\_ the Producer, his heirs and assigns  
("Producer") and \_\_\_\_\_ the Prop Designer, his  
heirs and assigns ("Designer") for the Prop Designer's services in connection with the  
Producer's production of the Play entitled

\_\_\_\_\_ ("Production"), which is presently  
scheduled to be presented at \_\_\_\_\_ ("Theater"),  
located at \_\_\_\_\_, and  
which is owned by \_\_\_\_\_ ("Owner").

1. The Designer shall design the Properties Plot for the Production and supervise the design (if necessary), manufacture, purchase and/or rental of the Props to be used in the Production in consultation with and under the supervision of the Director. The Designer shall prepare sketches, designs, and Properties plot for submission to, and as may be required by, the Director. The Designer shall prepare estimates of the costs of purchase/and/or rental and/or the manufacture of the Props, and help the Producer to establish the Prop budget. The Producer's decision on the Prop design budget shall be final. The Designer shall not exceed the budget or incur any costs beyond the established budget without approval from the Producer. The Designer shall attend all production meetings at such times and places as may be designated by the Producer and/or Director and/or Production Manager. The Designer shall be available for all consultations, meetings, and other communications with the Director, Producer, and/or Production Manager. The Designer shall attend all rehearsals, as may be required by the Director and/or the Producer and/or the Production Manager.

[Optional Paragraph 1 ( C ): Producer hereby delegates authority to the Designer to purchase and/or rent such Props as Designer deems necessary to execute his Properties Plot in an amount not to exceed \_\_\_\_\_ per purchase/rental and not to exceed \_\_\_\_\_ in total. Designer shall provide Producer with itemized, dated receipts verifying such purchases as a condition of reimbursement. Designer shall not incur purchases/rental/costs exceeding aforesaid dollar amounts without the prior consent of the Producer.]

2. The Designer understands and agrees that the Producer is contractually obligated to Owner to at all times obey Owner's rules and regulations regarding Prop design, if any, and that the violation of the same shall result in penalties to the Producer as well as potential liability to Owner in the event of damage to Owner's premises and/or property. Therefore the Designer agrees and understands he will at all times obey Owner's rules and regulations and further that he will use due care for Owner's premises and property. The Producer will furnish the Designer with a copy of his contract with Owner which sets forth the Producer's responsibilities toward Owner, as well as a copy of Owner's current rules and regulations, as provided to him by Owner. The Designer will read and familiarize himself with same, particularly those relating to the use of Props, if any. In the event of questions or uncertainties and/or interpretations of Owner's rules and regulations, the Designer will seek guidance from the appropriate Owner personnel.

3. The Designer shall at all times use the highest care for the safety of all persons and property associated with the Production, including, but not limited to, the actors, director, and other production personnel, Owner's personnel and property, and the public who may attend either the Production itself or may otherwise be on or about Owner's premises, with or without Owner permission or the permission of the Producer. To that end, the Designer will obey all fire and safety codes and rules of the municipal authorities having jurisdiction over the Owner and the Production and shall not use, store, or bring into Owner premises flammables, explosives, or other dangerous materials, or any other materials which may be prohibited or whose use may be restricted by the applicable governmental rules and safety codes.

4. The Designer shall not, by any act or omission, or failure to perform any act, jeopardize the Producer's policy of insurance, his ability to obtain or maintain any policies of insurance, and/or the willingness of any insurer to extend insurance protection to the Production.

5. (A) The Producer herein engages the services of the Designer because of his unique skills, talents, abilities, training, and/or reputation. Therefore this is a contract for the personal services of the undersigned Designer and his obligations and promises herein may not be transferred, delegated, or otherwise assigned to any other party without the express written consent of the Producer.

(B) The Designer recognizes and agrees, that, in the normal course of the production process, the Producer shall have the absolute and unfettered right to assign his interest, rights, obligations, and covenants under this contract to third parties without notice to and without the consent of the Designer. In such case the Producer's obligations and rights hereunder shall cease and shall become the rights and obligations of the third party and/or Production entity and Producer shall have no further liability or obligation hereunder to the Designer.

6. The Designer hereby represents and warrants that all designs and work submitted by him are his original work and do not infringe upon, copy, plagiarize, or otherwise utilize the designs, trademarks, and/or ideas of any third parties or entities, regardless of in what form or media in which said third party designs and/or work may appear or may have appeared, wherever located, whether protected by common law or by statutory copyright. Designer agrees to hold harmless and indemnify Producer and/or his assigns for all court ordered judgments, damages, attorney fees, and court costs which Producer and/or his assigns may suffer and have to pay as a result of any of Designer's actions or failure to act and/or infringements, copying, plagiarizing or other such utilization of the work, designs, or ideas of said third parties. Designer shall pay any settlements which the Producer and/or his assigns may enter into with a third party.

7. The Producer shall pay the Designer the fee of \_\_\_\_\_ for his services, according to the following schedule: \_\_\_\_\_ upon approval of the Designer's Properties Plot by the Director and Producer;

\_\_\_\_\_ upon the press opening of the Production, provided the Designer has completed his work by that time.

The Designer shall work as an independent contractor and shall not be an employee of the Producer.

8. (A) The Copyright to the Props Designs shall belong to the Props Designer as his sole property. The Props Designer, however, may not sell or rent said designs to any other production without the express written consent of the Producer and the payment of a fee thereto, the amount of which is to be negotiated in good faith between the Designer and the Producer.

(B) The Producer shall own all the physical components of the props purchased by the Production as his sole property and he may sell, rent, destroy, or otherwise dispose of them as he, in his sole judgment, may see fit.

9. The Prop Designer may not accept any commissions, gifts, fees, benefits, or other remuneration from any party with which the Production may do business. Any rebates, allowances, rewards, airline miles, or other benefits which may be proffered by third party suppliers or vendors shall inure to the Producer as his sole property.

10. The laws of the State of \_\_\_\_\_ shall govern this Agreement.

11. All notices required hereunder will be addressed to the parties at the addresses printed below their names, until other notice of change of address is given in writing and will be by certified mail, return receipt requested. Notices to be given will be effective on the date of receipt thereof.

12. This document shall contain the entire Agreement between the parties. No changes, modifications, or alterations thereof will be effective unless contained in a writing signed by both parties.

13. This Agreement, and all written modifications, alterations, supplements, and amendments hereto contained in writing signed by the parties will be binding on the parties, their executors, administrators, personal representatives, successors and assigns.

14. The terms of this Agreement shall be gender neutral. Whenever and wherever terms appear herein which traditionally have referred to any particular gender, they shall apply equally to either gender.

[Optional 15] The Designer understands and agrees that the Production is being recorded on video for the purpose of promoting, publicizing, and marketing the Play. That, as a consequence, his designs, construction, and work will become a part of the videotaped record of the show and will be disseminated and shown in the Producer's efforts to promote, publicize and market both the Production and the Play itself. The Designer hereby unequivocally and forever gives the Producer the right to utilize his designs as captured and shown in the videotape record, as well as in any still promotional photography taken of the Production, for the purpose of promoting, publicizing, and marketing both the Production and the Play itself in any and all media which the Producer, in his sole judgment, shall elect to show, broadcast, and or disseminate the videotaped record of the Production.]

In Witness Whereof the Parties have hereunto set their hands and seals this date above written.

\_\_\_\_\_ (Producer)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Prop Designer)

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(Address)

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Attorney, producer, and playwright Charles Grippo is the author of *Business and Legal Forms for Theater* and *The Stage Producer's Business and Legal Guide*.