

# Workshops & Readings Letter of Understanding 2052 – 2028

This letter, when signed by both parties, documents an understanding between the Theatre and Playwright for the Playwright's attendance at a Workshop and/or Reading.

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

between \_\_\_\_\_  
(hereinafter called the Playwright)

\_\_\_\_\_

\_\_\_\_\_  
(address of Playwright)

\_\_\_\_\_  
(Playwright email address)

And

\_\_\_\_\_  
(hereinafter called the Theatre)

\_\_\_\_\_

\_\_\_\_\_  
(address of Theatre)

\_\_\_\_\_  
(Theatre email address)

It is agreed by the Theatre and the Playwright that the Playwright will attend a Workshop and/or Reading of the following play:

\_\_\_\_\_

on the following date(s): \_\_\_\_\_

at the following location: \_\_\_\_\_

**Playwrights Guild of Canada  
Professional Association of Canadian Theatres**

The Theatre agrees to pay the following fee to the Playwright:

Half-day @ \$\_\_\_\_\_ (min. \$83) x \_\_\_\_\_ (days) = \$\_\_\_\_\_

Full-day @ \$\_\_\_\_\_ (min. \$161.50) x \_\_\_\_\_ (days) = \$\_\_\_\_\_

Total Workshop and Reading fee = \$\_\_\_\_\_

Payments will be made out to:

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When the Playwright must leave their place of residence to attend a Workshop or Reading, the Theatre will provide mutually acceptable accommodation and roundtrip air or other available and appropriate transportation. It is understood between the parties that the use of the most economical and mutually convenient reasonable accommodation and transportation (especially in regard to air travel) is the spirit and intention of this clause. The Theatre and Playwright will negotiate one or a combination of the following terms:

- an agreed upon daily per diem and/or;
- mutually acceptable meal(s) to be provided in lieu of per diem and/or;
- accommodation with a kitchen that includes a stove, fridge and dishware in lieu of per diem.

If either party subsequently changes the accommodation or travel arrangements for any reason, that party shall be responsible for any additional incurred costs.

When the Playwright must leave their place of residence to attend a Workshop or Reading, the Theatre will provide a per diem amount of \$\_\_\_\_\_, or will arrange for mutually acceptable meal(s) to be provided in lieu of a per diem.

This Letter of Understanding does not imply any contractual rights or obligations for either the Playwright, or the Theatre, beyond those explicitly stated in this letter.

This Letter of Understanding does not cover readings by the Playwright of their own work. For those rates, please contact the Playwrights Guild of Canada.

\_\_\_\_\_  
Theatre

\_\_\_\_\_  
Playwright

\_\_\_\_\_  
GST/HST#

\_\_\_\_\_  
GST/HST#

\_\_\_\_\_  
PST#

\_\_\_\_\_  
PST#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Playwrights Guild of Canada  
Professional Association of Canadian Theatres**

A copy of this Agreement will be filed

by the Theatre:

Upload on the PACT website: [Pact.ca](http://Pact.ca)

by the Playwright:

Upload to the PGC website: [Playwrightsguild.ca](http://Playwrightsguild.ca)