



## Hour Exchange Portland

516 Congress Street, Portland, Maine 04101  
(207) 874-9868

This is an agreement between Hour Exchange Portland and Portland Stage Company for service exchanges between the two organizations.

Length of Agreement: ONE YEAR (\*renewed annually)

Hour Exchange Portland agrees to:

1. Recruit and assign an appropriate Member Liaison to coordinate all services agreed to in this agreement.
2. Provide an average of twenty (20) service hours per month, understanding that monthly service needs vary depending upon seasonal requirements.
3. Provide one unit of advertisement space in the HEP quarterly newsletter and website.
4. Provide four additional hours of service at the annual Portland Stage celebration.

Portland Stage Company agrees to:

1. Provide monthly service requests with a three week advance. All usual services will be provided on an excel spreadsheet for reference.
2. Provide twelve (12) tickets to each production (6 tickets for the first Tuesday night show and 6 tickets for the last Tuesday night show).
3. Assign a staff contact person to work directly with the Member Liaison.
4. Provide a non-refundable \$1000 cash donation payable within 30 days of invoice.

ACCEPTED AND AGREED TO BY:

\_\_\_\_\_  
Hour Exchange Portland

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

\_\_\_\_\_  
Portland Stage Company

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

**NOTE: This is a sample agreement between HEP and a local theater company that can be adjusted for any theater program.**