

**HOW TO OBTAIN A**

**SPECIAL**  
**PERFORMANCE**  
**PERMIT**

**BEFORE AUDITIONING  
FOR**

***GEORGE BALANCHINE'S  
THE NUTCRACKER***

**A PARENT HANDBOOK**

# **All Applications MUST be HAND-DELIVERED!!**

Applications must be **hand-delivered** to Michael Sheridan, Assistant to the Artistic Director, by a parent or other adult at one of the following review and collection times:

**SATURDAY, SEPT 10            10 - 10:30 a.m. or 11:30 a.m. - 12 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

**MONDAY, SEPT 12            3:30 - 6 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

**WEDNESDAY, SEPT 15       3:30 - 6 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

**Please note: Applications which are...**

**\*Mailed**

**\*Given to School staff**

**or**

**\*Dropped on employee desks at unspecified times**

**will NOT BE ACCEPTED and will be mailed back to the parent with a copy of this page.**

**Thank you for your cooperation.**

## **How to Obtain a "Special Performance Permit" Before Auditioning for *George Balanchine's The Nutcracker***

Pennsylvania Child Labor Law requires that every minor child in *George Balanchine's The Nutcracker* (including non-Pennsylvania residents) obtain a "**Special Performance Permit**."

Pennsylvania Ballet requires that every minor child in *George Balanchine's The Nutcracker* must be eight (8) years of age by the day of the audition.

To ensure that Pennsylvania Ballet is in compliance with state law, no child will be allowed to rehearse for *George Balanchine's The Nutcracker* unless a "**Special Performance Permit**" has been issued in his/her name **BEFORE** the audition.

Responsibility for obtaining a "**Special Performance Permit**" rests with the parent who must submit a correctly completed "*Application for Permit for Employment of a Minor in Theatrical and Other Performances*" to the Pennsylvania Ballet, who will forward it, to the Bureau of Labor Law Compliance for processing.

### **PLEASE NOTE. . . .**

1. Your "*Application*" will be rejected if you do not obtain all the signatures required. If you follow the attached instructions exactly, you can feel confident that you have made an acceptable "*Application*."
2. The Bureau of Labor Law Compliance now requires that ALL "*Applications*" to be processed are to be sent to them by Pennsylvania Ballet. The last day to turn in your correctly completed "*Application*" will be on Wednesday, September 14, 2011. The "Applications" are being sent to Harrisburg, PA on Thursday morning, September 15, 2011 by Pennsylvania Ballet.
3. When Pennsylvania Ballet receives a "**Special Performance Permit**" for your child, his/her name will be announced on the Nutcracker Hotline, 215.551.7000 ext. 1918.
4. If the Ballet does not receive a "**Special Performance Permit**" in your child's name after your "*Application*" was received by the Bureau of Labor Law Compliance, you should call the Bureau of Labor Law Compliance directly to inquire about the status of your "*Application*."

## After You Have Completed The Application...

1. Bring your completed "*Application*" to Pennsylvania Ballet on:

**SATURDAY, SEPT 10      10 - 10:30 a.m. or 11:30 a.m. - 12 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

**MONDAY, SEPT 12      3:30 - 6 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

**WEDNESDAY, SEPT 14    3:30 - 6 p.m.**  
**PENNSYLVANIA BALLET**  
**3502 Scotts Lane, Bldg. 4, Philadelphia, PA 19129**

We will check it for completeness and accuracy.

2. If we see a problem with your "*Application*" we'll tell you what it is on the spot, so that you can correct the problem before the Ballet sends the "*Application*" to the Bureau of Labor Law Compliance.
3. If your "*Application*" is correct and complete, we will retain it and forward it, on your behalf, to The Bureau of Labor Law Compliance. If your "*Application*" is accepted by the Ballet on September 10, 12, or 14, **you can be confident that you will receive a "Special Performance Permit" before the audition.**

***Saturday, Sept. 10, Monday, Sept. 12 and Wednesday, Sept. 14 are the only days on which Michael Sheridan will be available to review your "Application" and collect correctly completed "Applications" for forwarding to the Bureau of Labor Law Compliance.***

***Wednesday, September 14 is the last day to turn in a correct "Permit Application". If your child's application is not correct on Wednesday, September 14 (missing the correct school signature, etc.) it will be too late for your child to have a chance to audition for George Balanchine's The Nutcracker. All applications will be sent to Harrisburg on Thursday, Sept. 15 by Pennsylvania Ballet.***

## How to Complete an "Application" So That It Will Be Accepted By the Bureau of Labor Law Compliance

The attached sample "*Application*" highlights the information which parents must provide in order to correctly complete the "*Application for Permit for Employment of a Minor in Theatrical and Other Performances*."

### Page 1

- A Provide all the student information requested in this section.
- B Sign the application and . . . . .
- C Have your signature notarized.

### Page 2

- D Provide the information requested about the school district **in which you reside**. Even if you attend private school in a different district, you still must provide information about the district **in which you reside**.

**Do not omit the address of your local school district.**

- E Obtain the signature of the school official responsible for issuing student employment certificates **in the school district where you reside**.

Contact your local school district offices to discover the name and location of this official. \*\* Include the name of the school district below the signature.

- F Obtain your school principal's signature; **do not omit the address of your child's school.**

\*\* **Philadelphia residents only**; please visit [www.phila.k12.pa.us/workingpapers](http://www.phila.k12.pa.us/workingpapers) for locations of school district offices and hours of operation.

# APPLICATION FOR PERMIT FOR EMPLOYMENT OF A MINOR IN ENTERTAINMENT / PERFORMANCES

For the employment of any minor under 18, in compliance with the Pennsylvania Child Labor Law, in a performance including theatrical productions, musical recitals or concerts, rehearsals, entertainment acts, modeling, television, radio, motion picture making, or in other similar forms of entertainment.

The application must be signed by the employer and the parent or guardian of the minor, and notarized. **The Bureau should receive the application before the performance and/or first rehearsal. A school official must complete the section applicable to performing or rehearsals during school hours.**

**RETURN TO:**

Bureau of Labor Law Compliance  
651 Boas Street, Room 1301  
Harrisburg, PA 17121-0750  
Telephone: 1-800-932-0665  
FAX: 717-787-0517  
E-mail: ra-li-slmr-llc@state.pa.us

The minor may not begin participating in a rehearsal, filming or production until the permit is issued.

**INFORMATION ABOUT THE MINOR** (To be completed by Parent or Guardian - Attach additional sheets, if necessary.)

Legal and professional name of minor Jane Doe <sup>(A)</sup>

Permanent address 123 Elm Street Philadelphia PA 19101  
STREET CITY STATE ZIP CODE

Telephone (215) 555-5555 Date of birth 8 / 1 / 03 Place of birth Philadelphia  
MONTH DAY YEAR

Name of parent or guardian Mary Doe Telephone (215) 555-5555

Permanent Address 123 Elm Street Philadelphia PA 19101  
STREET CITY STATE ZIP CODE

Name of parent or representative who will accompany the minor to rehearsals or performances Mary or Jim Doe

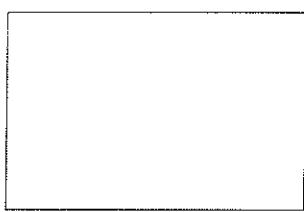
Do the minor's total earnings exceed \$150.00 a week?  Yes  No  
If yes, what provisions are made for conservation of earnings? \_\_\_\_\_

Does the minor have a booking agent?  Yes  No

If yes, booking agent name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

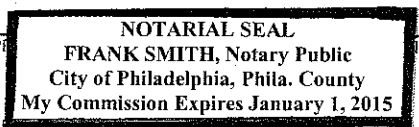
Booking agent address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

**STATEMENT OF PARENT:** In applying for the Special Performance Permit, I certify that, to the best of my knowledge and belief, all statements above are true and accurate. I understand that false statements are subject to 18 Pa. §4903 (relating to penalties for sworn falsifications).



Mary Doe <sup>(B)</sup> 8/25/11  
SIGNATURE OF PARENT OR GUARDIAN DATE

Frank Smith <sup>(C)</sup> 8/25/11  
NOTARY'S SEAL AND SIGNATURE DATE



INFORMATION ABOUT:

Jane Doe

(To be completed by the School District -

Attach additional sheets, if necessary.)

NAME OF MINOR

D Note: For performances or rehearsals given during school vacations, the school district is not required to complete the following.

School District where minor resides Philadelphia Telephone (215) 400-4000

School District Address 440 N. Broad Street Philadelphia PA 19130

Grade completed in school 3rd Hours per week attending school 32.5

If child is presently tutored instead of attending school, give name of tutor

Tutor address

Is tutor a certified teacher? Yes No Has the school of residence approved the subjects for tutoring? Yes No Number of hours of tutoring per week

SCHOOL OFFICIAL'S STATEMENT: To the best of my knowledge and belief, the performances and rehearsals outlined will not interfere with the educational instruction or school progress of the pupil named on the front of this form. If the minor is being tutored, the official shall attest that the subjects being taught and the tutoring arrangements are approved.

F Martin Lewis SIGNATURE OF PRINCIPAL OF SCHOOL ATTENDED Suburban Private School NAME OF SCHOOL Leafy Lane Suburbiton PA 19098 ADDRESS OF SCHOOL

E May O'Reilly SIGNATURE OF SCHOOL OFFICIAL ISSUING EMPLOYMENT CERTIFICATE IN DISTRICT WHERE PUPIL RESIDES School District of Philadelphia NAME OF SCHOOL DISTRICT OR JOINT SYSTEM

INFORMATION ABOUT THE EMPLOYMENT (To be completed by the Employer - Attach additional sheets, if necessary.)

Production company name Pennsylvania Ballet Telephone (215) 551-7000

Production company address 1819 JFK Boulevard Suite 20 Phila, PA 19103

Name of production George Balanchine's The Nutcracker

Type of production Ballet Type of performance by minor Dancing or Walking

Rehearsal date(s) 10/2/11-12/9/11 (mostly weekends & after school)

Performance date(s) 12/10/11-12/31/11 No. of performances per day 2 max Per week 6 to 8

Maximum combined rehearsal and performance time per day 4 hrs Per week 20 hrs

Hours at which minor reports for performances 1/2 hr before curtain (10:30am/11:30am/1:30pm/

Describe minor's performance Dancing or Walking in the Party Scene, Battle Scene, and Land of the Sweets

Duration of time of minor's performance 10-105 min

Provide all specific locations (addresses), dates, times of all filming, performances and rehearsals. Rehearsals - PA Ballet 3502 Scotts Lane, Bldg 4, Phila, PA 19129 Theater - Academy of Music

Will alcoholic beverages be dispensed to the patrons during the performance? Yes No Broad & Locust Streets Phila, PA 19102

Will minor be paid for performing?  Yes  No If Yes, amount by week \$ \_\_\_\_\_ by performance \$ \_\_\_\_\_

Will there be any remuneration other than money?  Yes  No

If minor is performing away from his/her home community, who is responsible for: Transportation? \_\_\_\_\_

Meals and Lodging? \_\_\_\_\_ Education? \_\_\_\_\_

Was this minor engaged in this performance in other states?  Yes  No If yes, list states whether permit was obtained or not: \_\_\_\_\_

**STATEMENT OF EMPLOYER:** In applying for the Special Performance Permit, I certify that, to the best of my knowledge and belief, all statements above are true and accurate. I understand that false statements are subject to 18 Pa. §4904 (relating to penalties for unsworn falsifications).

\_\_\_\_\_  
SIGNATURE OF EMPLOYER  
8/25/11  
DATE

**Note:** If Special Performance Permit is to be mailed to someone other than the employer named, mail to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE



**INFORMATION ABOUT:** \_\_\_\_\_ (To be completed by the School District - Attach additional sheets, if necessary.) NAME OF MINOR

**Note:** For performances or rehearsals given during school vacations, the school district is not required to complete the following.

School District where minor resides \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

School District Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Grade completed in school \_\_\_\_\_ Hours per week attending school \_\_\_\_\_

If child is presently tutored instead of attending school, give name of tutor \_\_\_\_\_

Tutor address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Is tutor a certified teacher?  Yes  No Has the school of residence approved the subjects for tutoring?  Yes  No  
 Number of hours of tutoring per week \_\_\_\_\_

**SCHOOL OFFICIAL'S STATEMENT:** To the best of my knowledge and belief, the performances and rehearsals outlined will not interfere with the educational instruction or school progress of the pupil named on the front of this form. If the minor is being tutored, the official shall attest that the subjects being taught and the tutoring arrangements are approved.

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL OF SCHOOL ATTENDED

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL ISSUING EMPLOYMENT CERTIFICATE IN DISTRICT WHERE PUPIL RESIDES

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
NAME OF SCHOOL DISTRICT OR JOINT SYSTEM

\_\_\_\_\_  
ADDRESS OF SCHOOL

**INFORMATION ABOUT THE EMPLOYMENT** (To be completed by the Employer - Attach additional sheets, if necessary.)

Production company name Pennsylvania Ballet Telephone (215) 551-7000

Production company address 1819 JFK Boulevard, Suite 20 Phila, PA 19103  
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Name of production George Balanchine's The Nutcracker

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Rehearsal date(s) 10/2/11-12/6/11 (mostly weekends + after school)

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Duration of time of minor's performance 10-15 min

Provide all specific locations (addresses), dates, times of all filming, performances and rehearsals. Rehearsals - PA Ballet 3502 Scotts Lane, Bldg 4, Phila, PA 19129 / theater - Academy of Music

Will alcoholic beverages be dispensed to the patrons during the performance?  Yes  No Broad + Locust Streets Phila, PA 19102

Will minor be paid for performing?  Yes  No If Yes, amount by week \$ \_\_\_\_\_ by performance \$ 5#15

Will there be any remuneration other than money?  Yes  No

If minor is performing away from his/her home community, who is responsible for: Transportation? \_\_\_\_\_

Meals and Lodging? \_\_\_\_\_ Education? \_\_\_\_\_

Was this minor engaged in this performance in other states?  Yes  No If yes, list states whether permit was obtained or not: \_\_\_\_\_

**STATEMENT OF EMPLOYER:** In applying for the Special Performance Permit, I certify that, to the best of my knowledge and belief, all statements above are true and accurate. I understand that false statements are subject to 18 Pa. §4904 (relating to penalties for unsworn falsifications).

\_\_\_\_\_  
SIGNATURE OF EMPLOYER DATE

**Note:** If Special Performance Permit is to be mailed to someone other than the employer named, mail to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*

## NUTCRACKER RELEASE

In return for the opportunity to perform in the 2011 production of *George Balanchine's The Nutcracker* by Pennsylvania Ballet (the "Ballet") at the Academy of Music (the "Academy"), and intending to be legally bound, I, \_\_\_\_\_,

Cast member's name

on behalf of myself, my heirs, legatees, personal representatives and assigns, hereby release the Ballet and the Academy, and their respective successors, assigns, trustees, officers, employees, agents and representatives (collectively, the "Released Parties") from any and all claims, damages or causes of action of any kind including those for negligence of the Released Parties, that could arise from my rehearsing and/or performing in *George Balanchine's The Nutcracker* and/or my presence in or around the Academy. I also consent to the use of my name and likeness in any medium in connection with promotion, publicity, or news reportage about *George Balanchine's The Nutcracker* or the Ballet.

\_\_\_\_\_  
Signature of cast member

\_\_\_\_\_  
Date

## PARENTAL GUARANTEE

As parent or legal guardian of the minor child identified above (the "Minor"), and in return for the Ballet's allowing the Minor to perform in *George Balanchine's The Nutcracker* and intending to be legally bound, I, on behalf of myself, my heirs, legatees, personal representatives and assigns, hereby guarantee the Minor's performance under the above Nutcracker Release (the "Release") and that Minor will ratify the Release upon attaining the age of majority. In the event that the Minor avoids any of the Release prior to ratification, or breaches or repudiates it at any time, I hereby agree to indemnify and hold harmless the Ballet and the Academy and their respective successors, assigns, trustees, officers, employees, agents and representatives from any and all claims, liabilities, losses, judgments, expenses, costs, (including attorneys' fees) and damages arising from or related to such avoidance, breach or repudiation of the Release.

I further acknowledge that I have read the Release, that I understand its terms, and that I have explained it to the Minor. If this Guarantee is signed by more than one person, then it shall be binding on all signatories jointly and severally.

Signatures of Parents and/or Legal Guardians:

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

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

**This form must be signed and returned to Pennsylvania Ballet by Wednesday, September 14, 2011.**

# NUTCRACKER AUDITION FORM

The deadline for returning your completed "Nutcracker Audition Form" is Wednesday, September 14, 2011. Please return the form to **Michael Sheridan, Assistant to the Artistic Director**, when you hand in your **Permit Application**.

**WE MUST HAVE AN ACCURATE HEIGHT MEASUREMENT ON YOUR AUDITION FORM. PLEASE GIVE US YOUR HEIGHT IN INCHES TO THE NEAREST ½ INCH.**

This information allows us to speed up the audition process and ensures that as many different students as possible receive a role.

(Michael Sheridan will assist in measuring students when Permit Applications are collected.)

Cut along the line below and return bottom section.

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DUE BY WEDNESDAY, SEPT. 14, 2011.

## 2011 *George Balanchine's The Nutcracker* Audition Form

Child's name (Please print) \_\_\_\_\_

Complete address \_\_\_\_\_  
(Include state and zip code)

Home phone (\_\_\_\_\_) \_\_\_\_\_ Parent's cellular phone (\_\_\_\_\_) \_\_\_\_\_

Parent's e-mail address \_\_\_\_\_

Parent's name \_\_\_\_\_ Parent's name \_\_\_\_\_

Child's ballet school \_\_\_\_\_ Child's level \_\_\_\_\_

Child's academic school \_\_\_\_\_

Child's age \_\_\_\_\_ Date of birth \_\_\_\_\_ Height IN INCHES (to nearest 1/2 inch) \_\_\_\_\_"

Other useful emergency numbers (Please specify; cellular phone, car phone, neighbor, grandmother, etc.)

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I understand that attendance at *George Balanchine's The Nutcracker* audition does not guarantee that I will be given a role in the production.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature