



# SPECIAL EVENT SITTER AGREEMENT

Please fax to: 877-571-0054, or email to [admin@nanniesfromtheheart.com](mailto:admin@nanniesfromtheheart.com).  
 If you submit this form after 4:30pm on a weekday, or anytime on the weekend, please call 512-773-7267 to let us know!

## PERSONAL DATA OF RESPONSIBLE PARTY

All information collected in this agreement is confidential

<b>LAST NAME</b>		<b>FIRST NAME</b>	
<b>ADDRESS WHERE SITTING IS TO OCCUR</b>	(Include city and zip code)		
<b>PHONE Please Note Best Number to Reach You with an *</b>	Phone Number		
	Fax Number		
	Cell Phone		
<b>EMAIL ADDRESS</b>			

**CHILDREN INFORMATION** (We need at least an approximate number of children and their ages in order to provide the most age-appropriate care.)

Child's First Name	Sex	Age	Child's First Name	Sex	Age	Child's First Name	Sex	Age

Do any of the child(ren) have any special circumstances that the Sitter would need to have special training for or need to be aware of (e.g. allergies, illnesses, disabilities, medications, etc.) ?

Please describe the setting / amenities available for the children? (Hotel room or suite, empty conference room, TV / VCR / DVD, pool, playground, etc.)

## SERVICES NEEDED (3 hour minimum & 1 nanny per 4 children)

<b>DATE</b>		<b>START TIME</b>		<b>END TIME</b>	
<b>DATE</b>		<b>START TIME</b>		<b>END TIME</b>	

**BILLING INFORMATION**

<b>TYPE OF CREDIT CARD</b>		<b>EXPIRATION DATE</b>	
<b>CARD NUMBER</b>			
<b>NAME ON CARD</b>			

**HOW DID YOU HEAR ABOUT US INITIALLY:**

Concierge Referral	Web	Yellow Pages	Retailer / Event Planner	Personal Referral:
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**This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Nannies From The Heart (NH) and \_\_\_\_\_(Client).**

1. Client agrees to (List arrangements/fees agreed to by parties here):

**\$15 per hour / per nanny** (payable in cash or check to the nannies, on day of event)  
**\$5 per hour / per nanny agency fee** (payable via credit card upon receipt of this agreement, *non-refundable*)

*\$25 setup fee (for events over 4 nannies requested)*  
*\$10 per nanny / per day travel fee for jobs outside the Austin area.*  
*\$75 supply fee per day, if supplies for children are requested (charged to credit card upon receipt of this agreement)*

***If event is cancelled for any reason under a 48 hours notice, agency will refund the \$75 daily supply fee. Client will be charged a cancellation fee of \$25 per nanny, per day for any cancellations regardless of when the cancellations occur.***

2. If Client uses the NH on-call sitting service, Client agrees to pay agency fees for each Nanny candidate sent to them. Fees to the agency must be paid in advance. After this Sitter Agreement has been received by NH, we will contact you via phone with a nanny's name.

3. Client agrees not to make private arrangements for nanny sitter candidate to work without contacting Nannies From The Heart prior to each visit. Any such action would require a referral fee.

4. All information provided to the client on each nanny sitter candidate is **confidential** and is not to be shared with any other parties outside this contract. Doing so will obligate Client to all fees owed for referrals or sitting services from the other parties.

5. It is understood that NH is neither the Employee nor the Employer in this agreement, but is acting independent of the Client and the prospective nanny sitter. NH is an independent contractor and is not the agent of the Client or nanny.

6. NH cannot guarantee the honesty or reliability of the nanny sitter. NH is not the agent of the nanny. Accordingly, the Client hereby releases and agrees to hold NH, its directors, officers, attorney's, successors, and assigns, harmless from any act of negligence, gross neglect, nonfeasance, misfeasance, or malfeasance, by the nanny sitter.

SIGNATURE OF RESPONSIBLE PARTY(ies)

\_\_\_\_\_ Date \_\_\_\_\_