

**While You're Out, LLC**  
*Professional Babysitting  
 Referral Service*  
 3010 Maple Grove Drive  
 Madison, WI 53719  
 Office: 608.661.9678  
 Mobile: 608.469.6316  
 www.whileyoureoutbabysitting.com



**Out of Town Client/Agency  
 Agreement**



A Better Business Bureau  
 Accredited Business since  
 April of 2007

Contact Last Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Referred by: \_\_\_\_\_  
 Location & Address of Booking: \_\_\_\_\_  
 Parent/Guardian 1: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Location During Booking: \_\_\_\_\_  
 Parent/Guardian 2: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Location During Booking: \_\_\_\_\_  
 Booking Date 1: \_\_\_\_\_ Times: \_\_\_\_\_ / Booking Date 2: \_\_\_\_\_ Times: \_\_\_\_\_  
 Booking Date 3: \_\_\_\_\_ Times: \_\_\_\_\_ / Booking Date 4: \_\_\_\_\_ Times: \_\_\_\_\_

1<sup>st</sup> Child's Name \_\_\_\_\_ M/F D.O.B. \_\_\_/\_\_\_/\_\_\_ Medical Conditions, Allergies, Etc: \_\_\_\_\_  
 2<sup>nd</sup> Child's Name \_\_\_\_\_ M/F D.O.B. \_\_\_/\_\_\_/\_\_\_ Medical Conditions, Allergies, Etc: \_\_\_\_\_  
 3<sup>rd</sup> Child's Name \_\_\_\_\_ M/F D.O.B. \_\_\_/\_\_\_/\_\_\_ Medical Conditions, Allergies, Etc: \_\_\_\_\_  
 4<sup>th</sup> Child's Name \_\_\_\_\_ M/F D.O.B. \_\_\_/\_\_\_/\_\_\_ Medical Conditions, Allergies, Etc: \_\_\_\_\_

**Agency Referral Fees:** Referrals fees (\$35 for the first date, \$15 each additional date and \$50 for holiday bookings) are billed to your credit card once your specific sitter has been confirmed. There is a 4 hour minimum. Sitter's hourly rates start at \$11 an hour and are paid directly to the sitter.

- Holidays include: New Year's Eve & Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Eve & Day are paid at time and a half.
- Client is responsible for making provisions for meals for the children. Sitters do not expect to eat with children, but will graciously expect meals when offered.
- Billing is done in 30 minute increments; client is billed ahead to the closest half hour.
- Sitter gratuities are graciously accepted.

**Cancellation Policy:** Once a booking is confirmed with a specific sitter the agency fees are non-refundable. All same day cancellations require full payment of sitter fees, which are billed to the client's credit card. (Sitter's fees will be given to them by the agency).

While You're Out, LLC strives to provide screened, qualified sitters, but does not guarantee the credentials or performance of any sitter. The agency agrees to provide referral services only, and is not party or bound or party to any agreements between the Client and sitter, including but not limited to, work agreements, swimming, and driving permissions, the dispensing of medicine or medical care.

I, the undersigned "Client", understand and agree to the above terms and conditions. I release, discharge and indemnify While You're Out, LLC, their agents, members, employees, contractors from all loss, costs (including attorney fees), expense claims, liability and damage to property or injury to any person including myself (and the children of whom I am parent of guardian) resulting from the use of this child care referral service (and use of any equipment provided, i.e. toys, swings), regardless of whether they may be wholly or partly negligent, or otherwise at fault. I agree to have my credit card charged accordingly to the billing policies stated above.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**Credit Card Billing Information**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- Exp. \_\_\_\_/\_\_\_\_\_  
 Visa/MasterCard/American Express  
 Name On Card \_\_\_\_\_ CVC code \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_