

Contract for the Engagement of Services Provided by Forte Quartet

An agreement made on _____ (date) between _____ (Name, hereinafter called the Engager) and **Forte Quartet**.

Witnesses:

1. The Engager engages **Forte Quartet** to perform background/ceremonial music: at _____ (address), on _____ (date), for a total of ____ hours between _____ and _____ (start and finish times) for a performance fee of \$_____ and a travel expense fee of \$_____. **Forte Quartet's** rate is \$400 per hour. The total fee is based on time present, not only time playing, excluding set-up and tear-down. A minimum of \$400 does apply. Please see the rates/info section of www.fortequartet.org for a detailed description of travel expenses.
2. Music will be provided by the Engager for the following pieces not already in **Forte Quartet's** repertoire. Any music provided by the engager will remain **Forte Quartet's** property. If no music is available, or if the music provided is not in the final key or instrumentation, there will be an arranging fee of \$50 per piece. Music must be provided at least four weeks prior to the engagement. Please note that photocopies will not be accepted.

_____ (title) Arrangement (\$50)
_____ (performer/composer) Music Provided

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_____ (performer/composer) Music Provided
3. If time and schedules allow, the Engager is invited to one regularly scheduled quartet rehearsal, in order to receive assistance in music selection.
4. Performance and rehearsal in addition to that specified in Clauses 1 through 3 above shall be subject to fees and conditions to be agreed upon between both parties.
5. The total amount payable for this engagement (i.e. the sum of the performance fee, travel expenses and arrangement fee, as specified in Clauses 1 and 2) will be \$_____.
6. Black attire will be worn unless otherwise specified. A detailed map and/or directions to the place of engagement must be provided at least two weeks prior to the engagement.
7. It is understood that **Forte Quartet's** instruments are extremely valuable, and are susceptible to damage when exposed to certain climatic variations, such as rain, direct sunlight and temperatures below 60 degrees Fahrenheit. It is understood that the performers must be provided with shelter from rain and direct sunlight, and that the temperature must be at least 60 degrees Fahrenheit.
8. Adequate light for viewing music must be provided.
9. The musicians will be afforded a 10-minute break for every hour played.
10. Four straight-backed chairs **WITHOUT** arms will be provided for the musicians.
11. Engager must pay the total amount for services provided at the engagement immediately after the performance in cash, or one check made out to **Heather Cole**.
12. Overtime will be billed at the rate of \$100 per quarter-hour.
13. A deposit is not due before the event, although the Engager vows here that he/she will use the services of **Forte Quartet** for his/her above-mentioned engagement (see Cancellation Policy, Clause 14, below).
14. Cancellation Policy:
 - a. If the Engager cancels this contract AT LEAST four (4) weeks prior to the date of the performance, **Forte Quartet** will charge no cancellation fee to the Engager.
 - b. If the Engager cancels this contract between four (4) weeks and two (2) weeks prior to the date of the performance, the Engager agrees to pay fifty percent (50%) of the agreed upon wage to **Forte Quartet**.
 - c. If the Engager cancels this contract LESS than two (2) weeks prior to the date of the performance, the Engager agrees to pay one hundred percent (100%) of the agreed upon wage to **Forte Quartet**.

Signed: _____ (Engager) Print Name: _____
Address: _____
Contact Phone: _____ E-mail address: _____

Signed: _____ (Kristi Kay Smith)
Address: 3712 NW South Dr, Riverside, MO 64150
Contact Phone: (816) 746-4858 E-mail address: fortequartet@gmail.com

Two copies of this contract are to be completed and signed by the Engager. Both copies are then to be forwarded to Kristi Kay Smith with Forte Quartet at above address. Kristi will countersign both copies, and return one to the Engager. If appropriate, please include an order of service with your contract.