Contract for the Engagement of Services Provided by Forte

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

Witnesses:

1. The Engager engages musicians affiliated with ***Forte*** to perform background/ceremonial music at _____ (address) on _____ (date) for a total of ____ hours for a performance fee of $_____ and a travel expense fee of $_____. The performance fee is based on time present, not only time playing (excluding set-up and tear-down), and so begins at the "***Forte*** start time" listed below. A minimum of one hour does apply. Please see the rates/info section of www.fortequartet.org for a detailed description of travel expenses and current rates.
   Forte start time: _____ Event start time: _____
   Forte Ensemble Type: ____ Solo ____ Duet ____ Trio ____ Quartet
2. Music will be provided by the Engager for the following pieces not already in ***Forte's*** repertoire. Any music provided by the engager will remain ***Forte's*** property. If the music provided is not in the final key or instrumentation, there will be an arranging fee as defined in the rates section on www.fortequartet.org. Music must be provided at least four weeks prior to the engagement. **Please note that photocopies will not be accepted due to copyright restraints.** Original digital copies from online sources may be accepted.
   _____ (title) _____ (artist/composer)
   _____ (title) _____ (artist/composer)
   Please list any additional arranging requests on the back of the contract.
   Total arranging fee: $_____
3. If time and schedules allow, the Engager is invited to one regularly scheduled 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.
7. A detailed map and/or directions to the place of engagement as well as parking information and parking fees must be provided at least two weeks prior to the engagement.
8. It is understood that ***Forte'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. Will this be an outdoor or indoor event? ____ Outdoor ____ Indoor
9. Adequate light for viewing music must be provided.
10. The musicians will be afforded a 10-minute break for every hour played.
11. Straight-backed chairs **WITHOUT** arms will be provided for each of the musicians.
12. Engager must pay the total amount for services provided at the engagement immediately after the performance in cash.
13. Overtime will be billed based on 15 minute increments. **Please initial here to indicate your acknowledgement of *Forte's* overtime policy.** _____
14. A deposit is not due before the event, although the Engager vows here that he/she will use the services of ***Forte*** for his/her above-mentioned engagement (see Cancellation Policy, Clause 15, below).
15. Cancellation Policy:
    a. If the Engager cancels this contract AT LEAST two months prior to the date of the performance, ***Forte*** will charge no cancellation fee to the Engager.
    b. If the Engager cancels this contract between two months and one month prior to the date of the performance, the Engager agrees to pay fifty percent (50%) of the agreed upon wage to ***Forte***.
    c. If the Engager cancels this contract LESS than one month prior to the date of the performance, the Engager agrees to pay one hundred percent (100%) of the agreed upon wage to ***Forte***.

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

Signed: _____ (Kristi Kay Smith)
Address: 6824 NW Park Plaza Dr, Kansas City, MO 64151
Contact Phone: (816) 787-1746 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* at the above address. Kristi will countersign both copies, and return one to the Engager. If appropriate, please include an order of service with your contract.