

# 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 75 minutes does apply. Please see the rates/info section of [www.fortequartet.org](http://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](http://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)

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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. The musicians will be afforded a 10-minute break for every hour played.

10. Straight-backed chairs **WITHOUT** arms will be provided for each of the musicians.

11. Overtime will be billed based on 15 minute increments. **Please initial here to indicate your acknowledgement of Forte's overtime policy.** \_\_\_\_\_

12. A nonrefundable deposit of \$125 is due before the event at the time of consultation or upon receipt of contract.

13. Engager must pay the remaining amount owed for services provided at the engagement in cash.

14. Cancellation Policy:

a. If the Engager cancels this contract AT LEAST four 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 four months and two months prior to the date of the performance, the Engager agrees to pay fifty percent (50%) of the agreed upon wage in clause 5 to **Forte** (minus the deposit).

c. If the Engager cancels this contract LESS than two months prior to the date of the performance, the Engager agrees to pay one hundred percent (100%) of the agreed upon wage in clause 5 to **Forte** (minus the deposit).

Signed: \_\_\_\_\_ (Engager) Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signed: \_\_\_\_\_ (**Forte** representative)

Contact Phone: (816) 787-1746

E-mail address: [fortequartet@gmail.com](mailto:fortequartet@gmail.com)

**A copy of this contract are to be completed and signed by the Engager, then forwarded to Forte at the fortequartet@gmail.com. A Forte representative will countersign return the contract to the Engager. A physical address can be provided upon request.**