

CONTRACT for EVENT

between:

Alys Howe, harpist
*contact Alys for address
 information*

and

Name:

Address:

Tel: 778-846-7665

Tel:

Email: alyshowe@alyshowe.com

Fax:

<http://www.alyshowe.com>

Email:

I, _____ contract Alys Howe, harpist, to provide the following services of musical entertainment as outlined below:

Reception - Background Music Entertainment**Funeral****Other**

Date:

Time:

Address and Location Directions: (route recommendations, parking instructions)

Harpist's Arrival time (for tuning and set-up purposes):
At least 30 minutes before start of actual playing.

Music Start time (commencement of actual playing):

Music End time (cessation of playing):

Harpist's Take-Down time (packing up harp and equipment):
Usually 20 minutes after end of actual playing.

Solo harp or Acoustic harp and _____

Do you want the solo harp to be amplified? no yes (additional cost applies)

Describe where would you like the harp to be set up at your event (refer to “Responsibilities of Client” page 5):

I have made the following arrangements to provide waterproof shelter and flooring for the harp:

Name of Location Manager or Contact:

Location Phone Number:

It is important that someone be a designated contact person for the harpist, to assist with arrival, set-up, and departure.

Harpist’s Contact person:

Contact person’s phone number:

How many guests have been invited:

Clothing should be: Formal or Less Formal

Where did you hear about Alys Howe?

Event Description and Music Requirements (attach additional pages if necessary):

Booking deposit, Payment, Contract, and Cancellation Policy:

A non-refundable deposit of 50% is necessary to reserve your date; the remaining balance may be post-dated to the day after your occasion. If a post-dated cheque cannot be provided, the entire amount is payable in advance. The post-dated balance is refundable with 60 days written notice. The client must also completely fill out, sign, and return the contract to the harpist. Full payment and completed signed contract are due within 14 business days of a request to book the harpist. A booking has not been made unless each of these requirements has been met, within the allotted period of time. Changing the date or time of the event means that a cancellation has taken place: the deposit cannot be refunded, and the balance cannot be refunded with less than 60 days written notice.

In the event that the harpist is unable to perform at your event due to accident, illness, emergency, or mechanical failure of the harp, the harpist will contact other harpists to find a replacement musician; this contract will then become null and void, and balance will be either forwarded to the new performer, or returned to the client. In the event that no alternative replacement can be found, the client's balance will be entirely refunded to them by the harpist within 14 business days of harpist's cancellation. The client assumes the risk of cancellation, and any loss of funds, if the harpist is unable to perform because of extreme weather conditions, terrorism, acts of war, etc. Neither deposit nor balance will be refunded if the harpist is unable to perform at an event due to client's non-compliance with the terms of this contract.

Responsibilities of Client(s):

In order to perform at your event, the harpist requires:

- 1) All information required in this contract, including accurate address and location directions.
- 2) Deposit and post-dated balance.
- 3) A loading zone or parking area convenient and accessible to the performance location.
- 4) Wheelchair accessibility to the performance location, or an entrance with very few stairs/narrow passages. The client is responsible for arranging a contact person, to assist moving the harp over a stair or step, and with all arrival, set-up and departure issues.
- 5) The harp to be located for the duration of the performance on a safe, undisturbed level floor area, at least 5' x 5' square, away from blowing air, heating vents, burning or drafty fireplaces, other drafts, rain, ocean mist or direct sunlight. Shade is mandatory outdoors.
- 6) Good, strong light that will illuminate the playing area (it is necessary to be able to see both the strings and the music pages clearly).
- 7) An electrical outlet in which to plug in additional light if necessary.
- 8) A designated contact person to supply appropriate "cues" regarding timing of the performance, as well as any needed assistance to the harpist at the event.
- 9) Fresh drinking water.
- 10) For an outdoor event, the client must provide a dry water-proof shelter and floor. Note that if a canopy or some other form of shelter is not provided, the harp will not be set-up out of doors, even if the weather is fine. Payment will not be refunded in the event that the harpist cannot set up outside, due to client's non-compliance with the terms of this contract.

Insurance:

The performer carries full instrument insurance; however, in the event of any abuse, neglect or accident by the client or the client's guests that result in injury to the harpist, her instruments or equipment, the responsible party may be held liable for all costs of the suit, including attorney's fees, that are not covered by the performer's insurance.

Amplification:

Amplification is recommended when there will be more than 50 guests at an outdoor location, or more than 80 guests at an indoor location. The harpist can provide a modest amplification system, for the additional cost of \$50.00 and GST.

Set-up and Take-down time:

For standard weddings and performances: the harpist will arrive 30 minutes before the commencement of playing, to set-up and tune her instrument. The harpist usually requires twenty minutes take-down time after the end of her performance. (Some events require extended set-up and take-down time. Consult the harpist about your event).

The Minimum Fee:

Applies to the harpist's presence at any event of one hour or less. Regular rates are applicable beyond the minimum fee. The harpist will be paid in terms of how many hours her presence is required, regardless of how much or little playing you require during that time.

Breaks:

After the first hour, each additional hour will include one 10-minute paid break.

Over-time:

If the client's event is running into over-time, the harpist is not obligated to remain at the event beyond the end-time stated in the contract. If the harpist does not have a following engagement and is able to stay late, the rate of \$30.00 applies to each 15 minutes of time the harpist is present at the event, beyond the agreed end-time. The client who signs this contract accepts responsibility to pay the harpist all applicable over-time charges as billed by the harpist, within 14 days of the event.

Harp Cartage Fee:

Cartage/transportation costs are based on distance and other factors, and prices will increase for events outside of the Central Vancouver area, as defined by the harpist.

Special Requests:

Clients may request that the harpist will, or will NOT, play certain categories of music from her standard repertoire (available on www.alyshowe.com). Requests for selections of music outside of the harpist's standard repertoire, may or may not be possible (additional cost will apply). Consult the harpist for more information.

Expenses (parking, etc):

Any expenses incurred for the event, such as parking, must be covered by the client.

Hours of booked time: _____
(Remember that set-up and take-down times are not reflected here).

For: _____

Harp Amplification Fee: _____

Parking Fee: _____ or Parking Pass provided: _____

Additional Items Fee(s) if applicable: _____

GST: _____

TOTAL AGREED PRICE: _____

I have arranged a waterproof shelter and floor for the harp. If these items are not set up when the harpist arrives for my event, I understand that the harpist will not set up to play out of doors, and that all payment will be non-refundable.

I have read, understood, and agree to all the terms as set forth above in this contract.

Signed _____ (**and** _____)

and

Date

Alys Howe

*ANY CHANGES OR EXCEPTIONS TO THE AGREED TERMS OF THIS CONTRACT MUST BE
MUTUALLY AGREED UPON IN WRITING BY BOTH CLIENT AND PERFORMER*