

**CONTRACT for SPECIAL REQUEST – *ARRANGEMENT OPTION***

between:

Alys Howe, harpist  
*contact Alys for address  
information*

and

Name:

Address:

Tel: 778-846-7665

Email: [alyshowe@alyshowe.com](mailto:alyshowe@alyshowe.com)

<http://www.alyshowe.com>

Tel:

Email:

**Special Request – *Arrangement Option***

The music is unlikely to be available as an arrangement for harp. The harpist will create an arrangement of it for an additional fee. Arrangements are created on a per-hour rate scheme. Therefore the estimate is intended to provide a rough guide only, and costs may exceed or be less than was initially estimated.

**Payment and Cancellation Policy:**

A non-refundable deposit of 50% of the total estimated cost is due at the time of booking, and is necessary to reserve the harpist's time. The remaining balance will be paid by cash or cheque within 14 days of receipt of Alys Howe's invoice.

In the event that the harpist is unable to fulfill this obligation due to accident, illness, emergency, or mechanical failure of the harp, the harpist will contact other musicians of the same genre to find a replacement composer or arranger; this contract will then become null and void, and deposits will be either forwarded to the new musician, or returned to the client. In the event that no alternative replacement can be found, the client's deposit and balance will be entirely refunded to them by the harpist within 14 days of harpist's cancellation. The client assumes the risk of cancellation, and any loss of funds, if the harpist is unable to produce material because of extreme weather conditions, terrorism, acts of war, etc. Balance will not be refunded if the harpist is unable to produce material due to client's non-compliance with the terms of this contract, or if the client does not complete and return the contract with deposit by the deadline (14 days after a request to book the harpist).

**Additional Responsibilities of Client(s):**

**In order to arrange your special request, the harpist requires:**

- 1) A recording (and publication if available) of the music you wish to have arranged, to be delivered within 14 days of a request to book time with the harpist.
- 2) The completed contract and all required deposit and balance cheques, to be delivered within 14 days of a request to book the harpist.

Materials Provided (CD, piano sheet music, etc.) \_\_\_\_\_

\_\_\_\_\_

Estimate \_\_\_\_\_ (subject to adjustment)

I, \_\_\_\_\_ contract Alys Howe, harpist, to arrange the music

Title: \_\_\_\_\_

Deposit provided in the amount of \_\_\_\_\_

I agree to pay the total amount billed to me by Alys Howe within 14 days of receipt of her invoice. I understand that all of the policies and requirements described in the original contract apply to this attachment. I have read, understood, and agree to all the terms as set forth in the original contract and in this attachment.

Signed \_\_\_\_\_ and \_\_\_\_\_  
Alys Howe

Date \_\_\_\_\_

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