

IN PERSON CONTRACT

LYRIC KINARD, TEXTILE ARTIST

Between **Lyric Kinard**, and Guild/Conference:

Representative:

Address: _____

Phone: _____ Mobile: _____

e-mail: _____ Web Site: _____

Second contact for group: _____

Address: _____

Phone: _____ e-mail; _____

Lecture:

Date: _____ Time: _____

Place:

Address:

Phone:

Fee:

Lecture/Workshop:

Date: _____ Time: _____

Place:

Address:

Phone:

Fee:

Lecture/Workshop:

Date: _____ Time: _____

Place:

Address:

Phone:

Fee:

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Set-up requirements classes: One or two tables for display and demonstration purposes. No more than two students per 3'x 8' table. Adequate light, and electrical outlets.

Maximum 20 students. Ten more students may be added for an additional fee of \$25.00 per student.

Added requirements for Surface Design classes: Easy access to water. Washable floors (i.e. No carpet) and adequate ventilation are *required* for dye classes and preferred for other classes.

Added requirements for Sewing classes: 1 iron and board for each 5 students. 1 sewing machine in good working order for teacher to demonstrate on. (I can use a student's machine)

Sales: I will bring hand-dyed fabric, supplies, publications, and artwork that will be available for sale. I do not promote or spend time selling these items during lectures or class. The guild / conference will not expect to collect any commission on these sales.

Fees 2022/2023: (payment due at end of last workshop or lecture)

6 hour class: \$850.00

3 hour class: \$575.00

Lectures: \$575.00

Some classes have additional supply fees. The students can pay the guild or Lyric.

Booking Fee: \$400.00 non-refundable to be paid when contracts are signed. This fee is subtracted from the final total when the engagement is fulfilled.

Expenses: all payments due at end of last workshop

Total Fees: _____ (minus \$400.00 booking fee) _____

Door to door travel: current federal reimbursement rate per mile or round trip (refundable) air-fare, parking, tolls, baggage fees.

Lodging : Hotel with on-site/next door food and free wireless internet or private home: nonsmoking, no pets (severe allergies!), private bath.

Name: _____

Address: _____

Phone: _____

Meals: to be provided by guild or \$40.00 per day, including travel days.

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Covid Considerations:

- If a guild cannot meet due to Covid, Lyric is proficient in virtual technology and will be happy to transfer any live workshops and lectures to a virtual event. Rescheduling is also an option. Lyric is only purchasing fully refundable airfare because of the risk to both teacher and guild due to Covid.

Cancellations:

- A guild or group may cancel due to insufficient enrollment 8 weeks prior to the dates of the contract and before the time Lyric purchases airline tickets or incurs expenses. Cancellation must be stated in a person-to-person telephone conversation and must then be confirmed in writing via email or snail-mail.
- If the group cancels within the period of 8 weeks to 4 weeks prior to the dates of the contract, the guild will be responsible for paying half of the contract fees.
- If the guild cancels within four weeks prior to the dates of the contract, the guild will be responsible for paying all of the contract fees.
- If cancellation occurs after airline tickets have been purchased, guild shall be responsible for reimbursing any non-refundable expenses already incurred in addition to all or a portion of contract fees as described above.
- If conditions beyond our control (snow, hurricane, illness, accident, or serious family emergency, covid etc) prevent Lyric from arriving to teach or lecture it is agreed that this contract may be terminated without a penalty payment assessed by either party. Rescheduling the program should be our first option.
- If conditions beyond our control (snow, hurricane, illness, accident, or covid) prevent the guild from meeting, it is agreed that we will do our best to reschedule. The guild will be responsible for any non-refundable airfare costs already paid if rescheduling is not possible.

Lyric Montgomery Kinard:

Address: 102 Kilmorack Dr, Cary, NC 27511

Phone: 919-303-9932 (home) 919-656-6398 (mobile)

E-mail: lyric@lyrickinard.com

Signed: _____ Date: _____

Guild representative: Name:

Signed: _____ Date: _____