

SAMPLE CONTRACT 1

THIS CONTRACT IS AN AGREEMENT BETWEEN

(ARTIST) _____

AND (EMPLOYER) _____

Artist's details

Name _____

Address _____

Telephone _____ Mobile _____

Fax _____ E-mail _____

Date of birth _____

National insurance number _____ Individual tax reference _____

Employer's details

Name _____

Address _____

Telephone _____ Mobile _____

Fax _____ E-mail _____

Date and title of event/workshop

The artist agrees to _____

at (location) _____

on (date) _____

Outline of work

_ (information about the participants, group size, age, abilities, needs, cultural or gender mix)

_ (description of the workshop or residency)

_ deadlines

_ publicity (who will do what)

_ materials (materials needed by the artist and agreement as to how these will be paid for)

Budget

Artist fees £ _____ Materials _____

Expenses £ _____ Total £ _____

Payment of fees

(employer) _____ agrees to pay the fee of _____

(artist) _____

£ _____ to include any other expenses as agreed (e.g. travel, materials, planning meetings)

The fee will be paid on completion of an evaluation form and on receipt of a letter-headed invoice. (If the fee is to be paid in installments you should also have the terms and dates for payment)

Evaluation

The artist is required to contribute to the evaluation of the project and will be asked to submit a written report.

Legal requirements

The artist(s) agree(s) to ensure that their working practice is safe and that their personal equipment is insured.

(employer) _____ agrees to ensure that the artist is not given the sole responsibility of care of the children, that a safe working environment is provided, and that secure storage space is available where necessary. **(If the artist needs public liability insurance this should be stated)**

Copyright

The artist owns copyright of any work created by the artist during the project. Copyright of work created jointly by the artist and participants will be jointly owned. The artist agrees to allow images of work created during the project to be reproduced for purposes connected with the project.

Unforeseen circumstances

If either party is unable to meet the terms of the contract through unforeseen circumstances, e.g. illness, the parties will agree a new schedule for the project.

Cancellation

In the event of cancellation by _____ (employer) the artist will be paid one third of the fee up to two weeks before the event, one half of the fee up to one week before the event, and the whole fee if cancellation occurs in the week before the event. Travel expenses will only be paid if the artist has travelled to preparatory meetings

Signed _____ (Artist) Date _____