



CATHEDRAL ARTS

EXAMPLE CONTRACT with Performer or Group

This letter is to formalize our agreed upon plans for your scheduled performance in the Cathedral Arts (CA) Concert series at the Cathedral Church of St. Paul, Burlington, Vermont.

Performer/group:

Date of performance:

Time of performance:

Time(s) of rehearsals:

Time of performers' arrival on the day(s) of rehearsal:

Time of performers' arrival on the day of performance:

Ticketing:

You have chosen ticketing options as follows:

Cathedral Arts (via SevenDaysTickets) pre-sales and door sales

OR: Performer will ticket separately from Cathedral Arts

OR: This will be free to the public (no ticketing)

For tickets sold: performer has chosen the following ticket pricing:

\$4 per ticket sold will be returned to Cathedral Arts, for tickets priced at \$40 and below. For tickets priced above \$40, 10% of the price is returned.

For concerts free to the public – flat fee to Cathedral Arts:

OR: a portion of the donations received at the event

Cathedral Arts will provide:

1. General liability for the building. Note, CA will not provide insurance for instruments brought by musicians.
2. Publicity via CA website, our email list, quarterly brochure, Facebook, and a press release to local calendar listings.
3. The nave of the cathedral with appropriate chair arrangements for the audience.

4. Printing of a single sheet program if provided to us one week prior to the concert. If a more elaborate program is desired, the performers will provide.
5. Ushers for welcoming and seating the audience.
6. Name and contact for our lead volunteer for the rehearsals and performance.
7. Volunteers to help with ticketing at the door as needed.
8. Green room space for performers.
9. Attendance numbers – via ticket count and direct count.
10. If CA is ticketing, a check to the performer(s) will be sent within 14 days after the concert.
11. If the performers are ticketing, or if a flat fee is agreed upon, an invoice for the CA fee will be sent within 14 days after the concert.
12. ASCAP reporting unless otherwise agreed based on programming.
13. Our instrument(s) tuned to concert-ready condition within three days of the performance. Additional or special tunings available at performer expense.
14. AV equipment which must be used for any spoken announcements
15. Potential agreement to record program using house equipment

The performer(s) will provide:

1. Within 1 month of scheduling the performance: name and very brief description of the performer(s) and program
2. 4 or more months before the performance - Detailed information for publicity. Please include photograph, as well as text to describe the performers; and list the program.
3. Any other publicity in addition to ours that is available to you. Please include Cathedral Arts by name as the presenter of the concert.

Date returned to acknowledge agreement:

Electronic signature:

Contact for Cathedral Arts:

Peter S. Berton, Director of Music and Cathedral Arts

802-861-0244

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