



This agreement is between Sharon L. Baker of Kapamaker™ in Eagle, Idaho, USA and

Organization\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ E-Mail\_\_\_\_\_ Fax\_\_\_\_\_

Authorized Representative of Organization\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ E-Mail\_\_\_\_\_ Fax\_\_\_\_\_

**Event #1**

Date\_\_\_\_\_ Location\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Workshop/Presentation Title\_\_\_\_\_

**Event #2**

Date\_\_\_\_\_ Location\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Workshop/Presentation Title\_\_\_\_\_

**Event #3**

Date\_\_\_\_\_ Location\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Workshop/Presentation Title\_\_\_\_\_

Total Contracted Fee\_\_\_\_\_ See Fee Schedule for prices.

## **Transportation**

If flying, Kapamaker Studio will book flights and purchase airline ticket to be reimbursed by the booking organization with the other costs listed.

If driving, the cost is .36 a mile and is round trip. A receipt will be presented to the booking organization when Sharon arrives for workshop. It is to be paid with the class fee.

## **Lodging and Meals**

Booking organization will provide lodging and meals for Sharon Baker during duration of this contract.

Beginning time/date: \_\_\_\_\_

To ending time/date: \_\_\_\_\_

## **Payment**

Payment of fees should be made in US dollars, by check or money order payable to Sharon Baker. Payment will be remitted prior to Sharon Baker's departure from your venue.

## **Additional Agreements and Understandings**

For each of the workshops and lectures listed on this contract Sharon Baker agrees to provide the following:

- For workshop, a class description, supply list, color printed example of project or technique and example of project.
- For lecture, a description and requirement list needed for presentation.
- Biographical information and photo for publicity use.

The booking organization agrees to fulfill the requirements listed on the description pages for each event.

This agreement is not valid until signed and dated by both parties.

## **Cancellation Policy**

If booking organization cancels:

If this contract is cancelled in writing 30 day prior to the first event, the booking organization has no liability for the balance due on this contract. If cancelled in less than 30 days prior to the event the booking organization will be liable for \$100 or 10% of the total fee, whichever is greater?

If Sharon Baker cancels:

If for any reason Sharon Baker must cancel this contract, every effort will be made to reschedule at the earliest possible time.

Signature of Booking Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sharon L. Baker of Kapamaker \_\_\_\_\_ Date \_\_\_\_\_



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