

# Contract of Agreement

A signed copy of this contract must be part of any agreement between Cynthia England and your group. Read entire contract before signing and fill out all information. In the event that your group has it's own contract, this contract will also be required.

If you would like to reserve dates only and decide on class and lecture content later, just note "to be decided" on the contract. Final decisions regarding class content to be made no later than 90 days prior to the event.

Event Dates: \_\_\_\_\_ Conference/ Guild Name: \_\_\_\_\_

Guild Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address:: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Second contact from your group**

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

Phone(s): Home \_\_\_\_\_ Work; \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_

Fees are as follows:

Lectures: \$450.00

Workshops: Full day: Five-hour class: \$525.00

Half day: Two and a Half-hour class: \$450.00. Extra students \$10 each.

Sales: Patterns, Books and Fabric kits will be available for sale to interested students. Items will not be promoted. Shipping for these items will be paid for by Cynthia. The guild / conference will not expect to collect any commission for sales.

\* Any "down days" during the event are subject to a \$150.00 per day charge. This does not apply to travel days.

Lecture Date \_\_\_\_\_ Lecture Name \_\_\_\_\_ Time \_\_\_\_\_

Lecture Date \_\_\_\_\_ Lecture Name \_\_\_\_\_ Time \_\_\_\_\_

Workshop Date \_\_\_\_\_ Class, \_\_\_\_\_ Times \_\_\_\_\_

Workshop Date \_\_\_\_\_ Class, \_\_\_\_\_ Times \_\_\_\_\_

Workshop Date \_\_\_\_\_ Class, \_\_\_\_\_ Times \_\_\_\_\_

The number of students in the classes will be limited to 20. Extra students are an additional charge. This is in addition to the quoted workshop rate. Some workshops require patterns. Patterns are **not** included in the class fee. Pattern and fabric kit fees will be collected by the instructor in class.

## **Expenses:**

All expenses shall be covered by the guild / conference. In the event that I am engaged by other groups on the same trip, you will share travel arrangements on a prorated basis. Travel arrangements to be made by Cynthia England or the travel agent of the conference / guild. Agreement of both parties will be made for the dates, airlines and layover. Exact times of workshops and other events must be provided 90 days prior to the event to make reservations. Please include airport and common airline carriers for your area and approximate travel time to and from the airport. If your group does not provide this information in a timely fashion it could lead to higher travel costs. Airline tickets are purchased 30 days out to obtain the most economical fare.

**Travel:**

Distance travel costs are to include round trip air fare, airport parking, any applicable highway tolls, taxi fares to and from the airport.

Ground transportation to and from the airport will be reimbursed at current IRS mileage rate.

Parking is \$13.00 per day at the airport.

Please keep my luggage in mind when choosing the vehicle to pick me up.

**Lodging:**

Private room in a hotel, motel. Lower floor, no smoking. If a lower floor is not available, hotel must have elevator access due to heavy luggage.

Please provide lodging information for my family:

Name of Hotel or Motel \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Reservation # \_\_\_\_\_

**Meals:**

Meals to be provided by guild or conference. If I do not have a car, food must be available in or near the hotel within walking distance. No special dietary requirements. If travel requires me to be in the airport for an extended period of time (over five hours) a meal fee of \$10.00 will be charged.

**Cancellations:**

If the Teacher /and or guild is unable to fulfill its obligations, written notice must be given one month prior to the engagement date. In the event that your group cancels the engagement after the airline ticket has been purchased, the group will be responsible for reimbursing the ticket price.

**Deposit:**

A \$100 deposit is required with the signed contract. This amount will be credited to the amount owed at the conclusion. In the event that I am unable to fulfill the contracted obligations, the deposit will be refunded. In the event that the guild/or seminar cancels, the deposit is forfeited.

**A signed copy of this letter and \$100 deposit must be returned to Cynthia England before a firm commitment can be made.**

Name (printed) Cynthia England

Name (printed) \_\_\_\_\_

Address 1201 Sunset Drive

Address \_\_\_\_\_

Dickinson, TX 77539

\_\_\_\_\_

Phone(s): 281-534-1858 cell 868-832-0902

Phone(s): \_\_\_\_\_

Fax: 281-534-1623

Fax: \_\_\_\_\_

Email cynengland@englanddesign.com

Email \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_