



Arts Creativity Training

A program of Symerge, a not-for-profit 501(c)(3) organization

Symerge
67 Pembroke Street, #1
Rochester, NY 14620
(877) 726-7267 x6
info@ExpressArts.org
EIN: 26-3884911

PROGRAM CONTRACT

Express! will provide the following program according to the terms listed below. The client representative named below is responsible for meeting the obligations of this contract.

Form with fields for Company Name, Representative Name, Rep. Title, Billing Address, Program Location Name, Program Address, Program Description, Audience(s) Summary, Presenters / Teachers, & Qty, Day & Date, Start & End Times, Additional, Client Will Provide, Program Fee, Travel, Other, Total, -50% Deposit Due, =Balance due, Preferred Payment Method, and contact info for Express!.

Please fill-in!

The Program Director of Symerge will plan any remaining details of the Express! program in consultation with the client's wishes.

Please Note!

Please return a signed copy of this contract and send the 50% non-refundable deposit. The balance of the fee is due on the day of the engagement. Checks can be made payable to "Express!" or "Symerge".

The client is responsible to provide the appropriate equipment (listed above) at the location where the musicians are to perform, and to ensure adequate lighting for reading. The musicians will take/schedule reasonable breaks every hour.

If cancellation occurs on behalf of Express!, every attempt will be made to reschedule the program. If rescheduling is impossible, a credit or refund will be arranged, with the sole remedy available to the client limited to the return of all payments to date.

Symerge:

Client Representative:

Signature lines for Beth Bultman, Program Director and Client Representative with 'Please sign & date!' note.

Table with columns: Office Use Only, Deposit, Final. Rows include Recv'd, Amount, Check #, QB, Confirm?, and Date sent (Hiring, Calendar).