

*Virginia Music Educators Association, Inc.*

**Accompanist / Adjudicator / Clinician / Conductor Contract**

Name of Event: \_\_\_\_\_ Event Site: \_\_\_\_\_

Event Host: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

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Name \_\_\_\_\_ w9 enclosed Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

This Agreement is made between the \_\_\_\_\_ (Host), and \_\_\_\_\_ (Contractor). For, and in consideration of, the sums hereafter set out, I hereby agree to act as a contractor for the event listed above. I further agree to adhere to the organization's schedule, grant permission to use my name in advertising the event, and agree to furnish vita and photograph if requested.

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**HONORARIUM & EXPENSES:**

\$ \_\_\_\_\_ honorarium  
\$ \_\_\_\_\_ travel & meal allotment\*  
\$ \_\_\_\_\_ other expenses (please list) \_\_\_\_\_  
  
\$ \_\_\_\_\_ **TOTAL HONORARIUM & EXPENSES**

\*Contractor will be responsible for making their own travel arrangements (flight, car, etc.).

Checks for honorariums will be issued to the Contractor within **10** business days.

If agreed to by Host and Contractor, Host will make arrangements for hotel accommodations. Room, tax, and parking charges will be paid by Host. Incidentals charges to your room (meals, phone, movies, etc.) are the responsibility of the Contractor at checkout.

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**TERMS AND CONDITIONS:**

Contractor (Guest Conductors) must submit their proposal of literature list no later than 90 days prior to the first day of the event.

If extra instrumentalists for any ensemble other than an accompanist are required to perform one or more pieces, that information must be submitted along with the program literature. Host reserves the right to decline if the cost is considered to be exorbitant.

Rental pieces or pieces requiring electronic enhancements (other than synthesizer) must have prior approval.

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**PROVISION FOR CANCELLATION**

- **BY THE HOST**

In the event that the *Host* is required to cancel the event due to unforeseen circumstances (e.g., weather, COVID, etc.) within 7 days of the event date, the *Host* agrees to pay 25% of the honorarium. Should the *Host* be required to cancel for the above stated reasons within 48 hours of the event beginning, the *Host* will pay 50% of the honorarium. Should the event be canceled after the *Contractor* arrives at the event location, the *Host* will honor *Contractor* commitments for travel and expenses and agrees to pay 50% of the honorarium.

- **BY THE CONTRACTOR**

The *Contractor* may cancel this agreement under circumstances, which are beyond their control such as hospitalization/physical disability, serious illness or death in the immediate family, train or plane cancellation/accident. Documentation is required. Should *Contractor* become ill, required to leave, or otherwise unable to fulfill the event schedule, *Host* will prorate the honorarium for duties completed, and will honor travel and meal expenses during the event.

- **CANCELLATION OF THIS AGREEMENT**

In the event of the cancellation of this agreement, the party so cancelling shall notify the other party at the earliest possible date prior to the event date. Proper cancellation by mutual agreement relieves the other party of all obligations.

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**CONTRACTOR FAILS TO APPEAR:**

Inasmuch as the breach of this agreement by the *Contractor* will cause substantial injury to the event, and because it will be difficult if not impossible to prove the amount of such damage, the *Contractor* hereby agrees that in the event of a breach of this agreement on their part they will pay the host a sum of **\$250.00 IN ADDITION TO** the agreed honorarium within ten days after such breach, as liquidated damages.

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**This contract not valid without all signatures.**

CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Failure to return the contract within 30 days may result in the contract being declared null and void.*

HOST SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Host must return the signed/verified contract within 30 days to the clinician/adjudicator.*