

## **SPARKIN' ART**

### **Facilitator Contract Template**

A contract is a formal letter of agreement between two parties. Generally, this is a means of formalizing the negotiated terms of work and lays out these terms in a document signed by both parties.

For example, Sparkin' Art needed contacts between our organization and the workshop facilitators. A contract is generally made from the perspective of the producing party, or the party that will dispense the funding covered under the agreement.

What do you need in a contract?

- **Who:**
  - The people or organizations who are covered under the terms of the contract.
    - This is between "Person 1" and "Person 2".
  - Address, phone number, and email of all parties.
- **What:**
  - Position title.
  - Project name.
  - Dates that the agreement covers.
- **Payment:**
  - Total fee / payment is what?
  - Cheque made payable to whom or send e-transfer to which email?
  - Is HST charged? (If you don't know what this means then it probably isn't).
  - Mailing / Billing address.
  - Terms of payment (i.e. paid upon receipt of invoice? 50% up front and 50% at the end of contract? Every Wednesday? Once a month?).
- **Conditions:**
  - The terms of the agreement, everything discussed.
- **Signatures:**
  - Both parties sign the contract with the date that each party signed the contract.
  - Everyone gets a copy.

LOOK BELOW FOR AN EXAMPLE

PRODUCING COMPANY  
123 Fake St, City, Province, Country, A1A 1A1  
Phone: (123) 456-7890 email@email.com www.website.com

LETTER OF AGREEMENT  
BETWEEN  
PRODUCING COMPANY (The Producer)

AND

\_\_\_\_\_ (The Artist)

whereas (The Artist) \_\_\_\_\_  
of (address) \_\_\_\_\_

(phone:) \_\_\_\_\_

(email) \_\_\_\_\_

will fill the position of **Workshop Facilitator**  
for the project **Project Name**  
on the date(s) of **February 20, 2021** (inclusive)

- It is agreed by PRODUCING COMPANY that a fee of \$00.00 per hour, to a maximum of \$00.00 for 2 hours

shall be paid to the Artist as follows:

Terms: upon receipt of valid, approved invoice (template available if requested)

Cheque payable to: (The Artist name) " \_\_\_\_\_ "

HST# (if applicable): \_\_\_\_\_

Mail cheque to: (address) \_\_\_\_\_

\_\_\_\_\_

2.

CONDITIONS:

1. This agreement does not in any way constitute a partnership. Neither party shall incur or be responsible for any debts or liabilities on behalf of the other.
2. The Producer shall not be held responsible for any personal liability, injury, loss of life, or inconvenience suffered by the contracted party.
3. The contracted party shall be responsible for fulfilling the duties, functions and assignments agreed to either verbally or in writing. Failure to do so will be regarded as breach of contract.
4. In the event that the Artist fails to abide by the terms, conditions and obligations contained in this Agreement, the parties to this agreement hereby agree that a reasonable pre-estimate of damages is in the amount of \$0.00 (zero dollars).
5. Neither party shall be obliged to perform this contract in the event the Artist is unable by reason of serious illness, accident or any other legitimate conditions beyond control.
6. This agreement is subject to national calamity, Acts of God, or any other conditions beyond the control of the Producer.
7. If any item, condition or term of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be impaired or invalidated.
8. This agreement shall be construed in accordance with the laws of the Province of Ontario.

Signed at : \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Producer

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Artist

\_\_\_\_\_  
Date