

To reserve your date, please complete and return a signed copy of this agreement, along with a non-refundable retainer of \$100.00 to 1101 E. Morrow Drive. Phoenix, AZ. 85024.

Date of event: \_\_\_\_\_ day of week: \_\_\_\_\_ Time: \_\_\_\_\_ total hrs contracted \_\_\_\_\_

Ensemble: Quartet, Trio, Duet, Solo, Octet, other: \_\_\_\_\_

Event: (ie wedding, party): \_\_\_\_\_ Inside or Outside: \_\_\_\_\_

Begin Playing (time): \_\_\_\_\_ end playing (time) \_\_\_\_\_

- The Client agrees to provide food for the musicians for contracted timeframes that are 3 hours or longer.

Performance Location:

Name (ie Phx Country Club): \_\_\_\_\_

Address of event: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ site contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: Name: \_\_\_\_\_ Phone \_\_\_\_\_

cell phone \_\_\_\_\_ e-mail address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP \_\_\_\_\_

Secondary Contact: Name: \_\_\_\_\_ Phone \_\_\_\_\_

e-mail: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fees:

Do you need an Organist in addition to the string ensemble? Organist fee \$150.00 \$ \_\_\_\_\_,

ensemble service fee (from fee schedule) \$ \_\_\_\_\_,

travel charges (if applicable) \$ \_\_\_\_\_

portable sound system \$50.00 (optional) \$ \_\_\_\_\_,

Total Payment agreed upon for service: \$ \_\_\_\_\_ Amount of deposit enclosed: \_\_\_\_\_

**Payment Arrangements:**

- o Make Payable to: Carl Reiter, 1101 E. Morrow Drive, Phoenix AZ, 85024.
- o Performance Date: must be included on payment (ie. check) or your account may not be credited correctly because we file by date.
- o Retainer: A nonrefundable retainer of \$100.00 is due with this service agreement. Full payment is due if performance is cancelled less than 8 days prior to scheduled date.
- o Balance of payment must be a certified bank check, money order or cash and is due upon arrival of musicians, except for weddings and wedding receptions. Balance of payment for weddings and wedding receptions is due 14 days prior to the performance. The ensemble will not begin performing until remittance is made in full. Please do not send by mail that requires a signature for delivery, it will be returned as the association office is not staffed full time.

**Performance Requirements:**

- o Chair without arms for each performer
- o Access to AC power.
- o Stringed instruments are delicate, which limits where a string quartet can perform. Severe weather may limit our ability to perform outside (performance limitations.) Instruments need to be kept dry and must not overheat. Therefore we cannot play where spray, or water will get on the instruments. (ie. sprinklers, rain, etc.) String instruments are also put together with a heat sensitive glue which tends to come apart when exposed to direct sunlight. Therefore total shade must be provided for any outdoor performances.

**Additional expenses:**

The above constitutes the total financial responsibility of your musicians to perform. Some venues require, parking fees, performance permits, cover charges, fees for stage setup, access electric power, required sound systems, shade canopies for outdoor events, certificates, hired security, required valet parking, etc. Please make arrangements in advance with your host to cover additional charges imposed by their requirements to avoid additional payments needing to be made prior to start of performance.

Below signer certifies that this service agreement has not been altered and has been printed as posted on the Phoenix String Quartet website and acknowledges the performance limitations as described on our web site.

If this performance is booked by an event agency, please let us know and no entertainment services will be solicited from client.

Signature: \_\_\_\_\_ today's date. \_\_\_\_\_.

Print above signature: \_\_\_\_\_