

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 shop 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: _____

Website: _____

Contact Person: _____ Email: _____

Address:: _____

Phone: _____ Work: _____ Cell: _____

Second Contact from your group:

Contact Person: _____ Email: _____

Address: _____

Phone: _____ Work: _____ Cell: _____

Fees are as follows:

Lectures: \$550.00

Workshops: Full day: Six hour class: \$725.00

Half day: Three hour class: \$575.00. Extra students \$15 each.

Sales: Patterns and related products will be available for sale to interested students. Items will not be promoted. Shipping for these items will be paid by Cynthia. The Guild/Conference will not expect to collect any commission for sales.

Lecture Name _____ Date _____ Time _____ Fee _____

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Workshop Name _____ Date _____ Time _____ Fee _____

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The number of students in the classes will be limited to 20. Extra students are an additional charge of \$15.00. This is in addition to the quoted workshop rate. Workshops require material fees. Material fees 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, travel arrangements will be split on a prorated basis. Travel arrangements to be made by Cynthia England or the travel agent of the shop. 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.

Nearest Airport _____

Common Carriers _____ Approximate Travel Time to/from Airport _____

Travel:

Distance travel costs are to include round trip air fare to include 2 pieces of checked baggage and a window seat or aisle seat, 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. 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: _____

Meals:

Meals to be provided by the guild/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 \$12.00 will be charged.

Cancellations:

If the Teacher /and or guild /conference is unable to fulfill its obligations, written notice must be given one month prior to the engagement date. In the event that your shop cancels the engagement after the airline ticket has been purchased, the shop 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 /conference cancels, the deposit is forfeited.

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

Check # _____

Name (printed) _____ Cynthia England

Name (printed) _____

Address _____ 1201 Sunset Drive

Address _____

_____ Dickinson, TX 77539

Phone: _____ 281-534-1858

Phone: _____

Cell Phone: _____ 868-832-0902

Cell Phone: _____

Email _____ cynengland@englanddesign.com

Email _____

Signature _____

Signature _____

Date _____

Date _____

If you have any questions please call or email. Thank you!

England Design • 1201 Sunset Drive • Dickinson, Texas 77539 • (281) 534-1858

www.englanddesign.com