

Letter of Agreement

This agreement is made between NAME OF ARTIST and NAME OF EMPLOYER & ADDRESS.

Name: ARTIST
Address: ARTIST ADDRESS
Telephone: ARTISTS LANDLINE/MOBILE
Email: ARTIST EMAIL

Issue date: DATE THE CONTRACT IS ISSUED

Project: PROJECT NAME EG Cultural Hubs Empower Programme, St Hilds Project

Dates: STATE AGREED DATES AND TIMES. NOTE ANY STILL TBC
OUTLINE TIME FOR PLANNING AND DEVELOPMENT IF ANY
OUTLINE WORKSHOPS DATES AND TIME
OTHER TIME EG SUPPORTED VISIT TO STUDIO

Fee: A fee of £??? per ?? day/hours inclusive of travel and VAT. (AGREED RATE BASED ON TYPE OF SESSION EG £200 PER FULL DAY. IS TRAVEL INCLUDED IF NOT STATE SEPARATE FEE FOR TRAVEL. CHECK VAT STATUS!!!)

Up to £??? is available for materials (IF APPLICABLE TO CONTRACT)

You will make your own arrangements with appropriate agencies eg Inland Revenue, National Insurance. You will be responsible for any payments to be made to subcontractors.

Insurance: DEPENDS ON EMPLOYER'S POLICY

EG You will provide insurance cover for Public and Personal Liability up to £5,000,000 and ensure that any subcontractors are also covered for work undertaken in connection with this project.

Criminal Disclosure DEPENDS ON EMPLOYER'S POLICY

EG You will produce copies of documentation relating to your (and subcontractors) current status regarding Police Clearance. If this is not available, or the most recent documentation is more than twelve months old, all parties (including any subcontractors) will be required to complete a Criminal Disclosure form.

Contracting and Payments

All payments connected with the project will be made via STATE EMPLOYER HERE.

THE PAYMENT SCHEDULE WILL DEPEND ON THE SCALE OF CONTRACT. BREAKDOWN PAYMENT ACCORDINGLY EG 1ST PAYMENT 90% OF TOTAL AND 2ND PAYMENT 10% OF TOTAL. STATE APPROPRIATE CONDITIONS TO BE FULFILLED TO RELEASE THE PAYMENT EG COMPLETION OF WORKSHOP 1 – 4 OR SUBMISSION OF FINAL REPORT

The sum of:

£ XX will be paid on submission of the invoice including copies of Public Liability Insurance, current Police Clearance Disclosure and signed contract.

The final payment of **£XX** will be paid on submission of the final invoice and completion of the programme.

Up to £ XXXX for workshop materials will be paid on submission copies of receipts and invoice. (IF APPROPRIATE TO ARTFORM)

Images

STATE EMPLOYER OR CREDIT TO FUNDER ETC will have the right to re-produce any images taken in connection with this project. Copywrite will remain with the artist.

Communications and Profile

On all press, publicity and promotional materials please acknowledge that the project is funded by XXX

EG the Department of Culture, Media and Sport, supported by the Arts Council and MLA and facilitated by The Forge.

Logos (available on request) must also be included on all press, publicity and promotional materials.

Termination of Agreement can be made in writing (setting out in adequate detail the grounds of such termination) by you or STATE EMPLOYER if either party is unable to fulfill the terms of this agreement. Written notice of one month will be given. Any outstanding payment made will be in proportion to the work completed at the time of termination. Should an advance have been paid on work not yet undertaken, you will return this payment to STATE EMPLOYER

Signed _____ Date _____
STAFF MEMBER & EMPLOYER NAME

Signed _____ Date _____
ARTIST/COMPANY NAME