



Desert Fiber Arts Contract

For the purpose of establishing the terms and fees for a workshop/class/lecture, this contract is entered into this _____ day of _____, 20__ between Desert Fiber Arts and _____, hereafter referred to as the Instructor.

Instructor contact information:

Address

Phone

email

Terms of the agreement:

- 1. Date and Times.** The workshop/class/lecture will take place on _____ (day of the week), _____ (dates). Instruction times will be from _____ to _____ each day for a total of _____ hours per day, which _____ does _____ does not include a lunch break (check one).
- 2. Fee:** Desert Fiber Arts (DFA) will pay \$_____ to the instructor for the entire workshop/class/lecture. In addition, participants will pay \$_____ for materials supplied by the instructor. These materials will include: _____

- 3. Cancellation:** A deposit of \$_____ from DFA is due to the instructor by _____ (date) Notice of cancellation by either party must be made by _____ (date) Cancellation by DFA after that date will result in forfeiture of the deposit to the instructor. In the event of a cancellation by the instructor, they will return the deposit. The balance

of the workshop fee is payable preceding, during, and/or following the workshop/class/lecture.

4. Instructor Housing: DFA will provide housing and meals for the instructor for the immediate time preceding, during and following the workshop. Housing and special food requirements by the Instructor are as follows: _____

5. Transportation: Transportation will be provided by _____ DFA _____ instructor. (check one)
The means of transportation will be _____airplane, _____private vehicle, _____other. (check one)
If transportation is by the instructor's private vehicle, DFA will reimburse the instructor at the rate of _____per mile. If the transportation is other than by auto, _____ DFA _____ Instructor (check one) will make all the arrangements, including transportation to/from the airport or other arrival location. If the arrangements are made by the instructor, the maximum allowance is \$_____.

6. Workshop Facilities: Facilities will be arranged by _____ DFA _____ Instructor (check one).
The requirements for the facilities are: _____

7. Maximum number of participants: _____

Minimum number of participants: _____

If the minimum number is not met, no refund is due to the instructor.

8. Instructor provides an itemized invoice to Desert Fiber Arts to receive payment for services. The instructor is responsible for all IRS Tax documents and filing.

9. Supplies: The supplies that participants are required to bring:

10. DFA will supply: _____

11. Materials/supplies to be purchased from the instructor:

Signed: Instructor _____

DFA President _____ phone # _____

DFA Workshop Chair _____ phone # _____