



INSTRUCTOR CONTRACT FOR ADULT ART WORKSHOP

Sponsored by the Spanish Peaks Arts Council (SPACe)

This is a contract between INSTRUCTOR _____

and the Spanish Peaks Arts Council (SPACe) 132 W. Ryus, La Veta, Colorado.

SUBJECT OF WORKSHOP OR CLASSES _____

DATE(s) _____ Approved

TIMES _____ FEE per student _____

There must be a minimum of 4 students taking the workshop. If there are less than 3 people signed up within 7 days of the workshop, it will be cancelled 7 days prior to the scheduled start date. If there are 3 students registered, the instructor has the option of canceling 7 days prior or planning to teach the workshop taking 25% less remuneration.

Student fees must be at least \$10 per class hour. SPACe will retain 40% of the fees collected from students. The balance will be paid to the instructor. \$50 deposit is required by check or cash 4 weeks prior to the workshop, which will be returned when the room is inspected by a SPACe representative after the workshop. The deposit is forfeited if the facility and furnishings are not in the same condition as they were prior to the workshop. Clean-up materials are provided as well as plastic to cover tables during the session. If necessary, the floor should also be protected. If plumbing repair is required, the cost will be taken from the \$50 deposit. It is also forfeited if the instructor cancels within 3 weeks of the scheduled workshop. However it will be returned if the workshop is cancelled due to insufficient students.

The instructor may exhibit one or two examples of her/his work, typical of what will be taught in the workshop as soon as arrangements have been made to offer her/his workshop. A Bio/Artist Statement should be provided at this time.

As soon as arrangements have been confirmed or at least 4 weeks prior to the workshop, the instructor will provide SPACe with a Bio/Artist Statement, any web presence, digital images which are examples of the subject being taught to be posted on the SPACe website and in the SPACe newsletter. The instructor will also provide a list of supplies students are required to provide.

SPACe will provide news releases, display ads, email notices to members and announcements online to the local newspapers and radio prior to the workshop. Instructors may provide additional publicity.

SPACe is not responsible for accidents in the workshop with materials being used. Do not use gas appliances in the workshop. Please turn down the thermostat, turn off the lights, and close windows as you leave. Do not run the water full strength down the drain. If a lot of water is necessary, run it in the bucket and empty the bucket in the flowers outside the building.

SIGNED _____ DATE _____
Instructor

Address _____ City _____

State _____ phone(s) _____

e-mail _____

SPACe Representative _____ Date _____