



Grapevine Quilters of Mendocino County

PO Box 1825 Ukiah CA 95482 grapevinequiltersmendoco@gmail.com

Instructor/Workshop Agreement

Date: _____

This agreement for lecture/workshop/class ("Services") is made between Grapevine Quilters of Mendocino County and _____ ("Instructor/Presenter"), as follows:

I. Instructor/Presenter Information

Instructor/Presenter: _____

Contact Name (if different): _____

Address: _____

Phone: _____ Email: _____

II. Class/Workshop/Presentation Details:

Title/Description: _____

Date(s): _____ Time: _____

Location: _____

Participation Requirements: [supplies, patterns, etc that student provides] _____

III. Payment for Services: Full payment will be made in full upon completion of services.

Cost of Class/Workshop/Presentation: _____

Cost of any supplies/kits/patterns required provided by instructor: _____

IV. Payment for Travel Expenses: Per diem will be paid at the current rate established by gsa.gov for Ukiah CA upon completion of services.

Lodging: No. of Nights _____ Milage: No. of miles round trip _____

Date/Time Travel Begins: _____ Date/Time Travel Ends: _____

No. of Meals: B _____ L _____ D _____ Total Per Diem: \$ _____

V. Cancellation Policy: Parties agree that contracted services may be cancelled 15 days or more prior to the scheduled event with no fees for service due.

VI. Changes to Contract: Any changes to this contract must be made in writing and agreed to by both parties.

Instructor/Presenter Signature

Date

Grapevine Quilters of Mendocino County Representative

Date



Please return original contract to Grapevine Quilters at the address above; keep a copy for yourself.