

# Susan Purney Mark

2552 Eastdowne Road,  
Victoria, BC V8R 5P9 Canada

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## Workshop Agreement/Contract

This agreement confirms that Susan Purney Mark will present workshop(s) and/or lecture(s) for:

Guild Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

to be held on (dates) \_\_\_\_\_

Second Contact and phone number: \_\_\_\_\_

**Fees** are as follows:

- Lectures (all lectures must be accompanied by a workshop) \$350.00
- Judging - per day \$450.00
- One Day (six hour) Classes (for up to 20 students): \$700.00
- Two (or more) Day Classes (for up to 20 students): \$650.00 perday
- in Canada current GST rate will be added

Additional students may be added. Additional fees are \$30.00 per student, per day, up to a **maximum** of 25 students, providing the classroom is adequate.

Susan requires a minimum of one lecture and one workshop if travelling more than 100 miles from home.

**Expenses:** All travel expenses will be borne by the shop/guild. These include:

- Round trip airfare and baggage fees (for locations over 250 miles from Victoria, British Columbia). My local airport is Victoria International (YYJ). From January 2018, travel will be from Pender Island BC.

Susan will make travel arrangements and will obtain the best possible prices. These expenses must be paid at the time of the lecture/workshop.

- Ferry costs if travelling by car is the most cost-effective.
- Mileage costs at current government rate, including transport to and from the airport in Victoria and parking fees if applicable.

### At the workshop location:

**Ground transportation:** The guild must make arrangements to meet Susan at airport locations with a vehicle adequate to handle two large suitcases – we will need to lift them in and out of the vehicle so bring one that has enough room please.

**Lodging:** I am happy to stay with a guild member in a non-smoking home. A private room and bathroom is required. I also require WIFI access.

**Meals:** May be provided by a guild or staff member. I have no food allergies. The guild is responsible for one meal enroute.

**Extra Days:** If Susan is required to be in your area for extra days in order to be available on your regular guild meeting days, share expenses with other groups in your area or to save the guild money on airfare, your guild will be responsible for all expenses on those extra days.

**Lodging Information:**

Name of hotel/guildmember \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City and Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Reservation # and in whose name: \_\_\_\_\_

**Sales:** In the workshops and lectures a number of items will be available for sale to interested students. Susan does not promote these items during the class, nor do she spend class time selling them. They are simply available for sale to interested students. It would be appreciated that the guild arranges to have volunteers to man the sale table before and after a lecture.

**Supply Lists:** a master copy will be emailed for your distribution

**Lecture(s) Requested:**

Title of Lecture \_\_\_\_\_ Date & Time \_\_\_\_\_  
 Location (please include address & phone number) \_\_\_\_\_

**Workshops Requested:**

Title of Workshop \_\_\_\_\_ Date & Time \_\_\_\_\_  
 Location (please include address & phone number) \_\_\_\_\_

Title of Workshop \_\_\_\_\_ Date & Time \_\_\_\_\_  
 Location (please include address & phone number) \_\_\_\_\_

**Equipment Requirements:**

Lectures:	Workshops:
<ul style="list-style-type: none"> <li>• Room that can be darkened if Power Point</li> <li>• Laptop and projector capable of MSPowerpoint - I will bring presentation on a memorystick/USB Drive</li> <li>• Microphone (if large venue)</li> <li>• Screen which is large enough to see clearly from the back of the room</li> <li>• Two or three tables for displays of work</li> </ul>	<ul style="list-style-type: none"> <li>• Table space with enough room for each student – no more than two students per table.</li> <li>• Adequate outlets, power strips &amp; extension cords.</li> <li>• At least one iron and ironing surface for every four students</li> <li>• Two or three tables for demonstrations and display of work.</li> </ul>

**Cancellations:**

The lecture/workshop contract can be cancelled up to 60 days prior to the event or the purchase of airline tickets or any incurred expenses. Cancellation Fee: 10% of total amount. Cancellation fee applies for workshops cancelled once contract is signed. The guild will be responsible for paying the full fee for workshops and/or lectures cancelled after Susan has travelled to your area.

**Other lecture / workshop commitments** made by Susan in your area will be cleared with the guild representative, with travel expenses to be shared if other teaching venues are included in the travel itinerary.

**Sharing Expenses:** Groups are responsible for providing their written agreement to Susan detailing the arrangements for sharing expenses.

I have read the above Agreement and I understand and agree to its terms:

**Guild Representative:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_