



EVENT PARTICIPATION APPLICATION/CONTRACT

Date of Request: _____

Requestor/Organization: _____

For profit _____ Non-profit _____ (provide 501(c)(3)/tax exempt documentation)

Contact person(s): _____

Phone: (____)____-____ daytime (____)____-____ evening Email: _____

Proposed event date: __/__/____ Rain/Snow date: __ YES __ NO Date: __/__/____

Proposed start time: _____ (am/pm) Proposed end time: _____ (am/pm)

Location: _____

Address: _____

Description of type or purpose of event: _____

Specific request for participation: (e.g. concert, # selections, other): _____

Instruments available for use at location: ____ YES ____ NO

Piano: ____ Organ: ____ Type: ____ Drums/Percussion: ____

Sound System available for use at location: ____ YES ____ NO

Please specify: (i.e. no. microphones, sound board, etc.): _____

Location availability for rehearsals: _____

Location available for changing room(s): _____

Will admission be charged for attendance: ____ YES ____ NO Amount: _____

Will free will offering be collected: ____ YES ____ NO

Proceeds to be used for: _____

Proposed ChoirWorks Compensation: _____

ChoirWorks Policy:

- An event participation application must be submitted to ChoirWorks for consideration. The application will be returned with a decision within thirty (30) business days of receipt.
- Concert dates must be requested a minimum of forty-five (45) days prior to the event.
- Documentation must be submitted for verification of 501(c)(3)/“Non-profit” designation.
- If other services are requested of ChoirWorks, other than concerts, such as promotional events, this policy will be altered accordingly upon receipt of specific details.
- ChoirWorks will not render concert services for personal and/or business gain, except for youth and/or senior citizen programming for fundraising purposes. Participation in scholarship events will be determined according to the specifics provided on the application.
- Upon acceptance of the application, the contract information will be completed by ChoirWorks and returned to the requestor for signatures. The requestor must submit a down payment of one-third (1/3) of the guaranteed compensation amount by certified check or money order only, along with a signed copy of the contract, within fifteen (15) business days of receipt of the acceptance notification.
- After receipt of monies by a ChoirWorks’ representative, a confirmation letter will be sent to the client, along with the refund policy. If a request for services should be breached by either party, such as cancellation due to the venue, hazardous weather conditions, or any other extenuating circumstances, a fair and reasonable settlement will be agreed upon.
- Balance Due – ChoirWorks Associates must be paid in full one hour prior to arrival at the concert venue or at the latest, upon arrival, by cash, certified check, or money. No business will be conducted during or after services. (Exception– See Non-Profit Alternative Clause.)
- Pre-Payment Alternatives for Non-Profit Organizations
 - Any services for special payments received will be governed by the following:
 - Organizations unable to provide a down payment must sign an alternate contract designating an agent responsible for the full guaranteed compensation amount.
 - A two-signature contract to be signed by the organization’s officers or authorized representatives will be required to confirm service and establish a fair and reasonable payment alternative.

Shaded areas to be completed by CHOIRWORKS

Decision: ACCEPT: _____ DECLINE: _____

Confirmed event date: ___/___/___ Rain/Snow date: ___/___/___

Confirmed start time: _____ (am/pm) Confirmed end time: _____ (am/pm)

Contracted participation: (e.g. concert, # selections): _____

Guaranteed ChoirWorks Compensation: _____

Required Downpayment: _____ Due by: ___/___/___

Method/check no.: _____ Received: ___/___/___

Requestor Signature _____ Date _____ CHOIRWORKS/PTP _____ Date _____