

## **Artist Services Agreement 2020 Booking and Touring**

**The effective date for this agreement is January 15, 2019 – June 30, 2020.**

The Artist Services Agreement (the Agreement) outlines the terms and conditions of your work with ArtStarts. Please read this document carefully as signing the Agreement and paying the annual fee indicates your full understanding and acceptance. Going forward, this Agreement will constitute the entire contract between you and ArtStarts.

The list of Artist services and benefits connected to this Agreement are summarized below:

### **Artist Services and Benefits**

- Listing in the annual ArtStarts Artists on Tour Directory (print and online)
- Booking and Touring coordination services
- Invoicing of performances
- Invitation to ArtStarts' events and professional development workshops for artists
- Subscription to ArtStarts' eNewsletter for Artists
- Online resources for touring artists
- 50% discount on facility rentals at ArtStarts, based on availability: [artstarts.com/rent](http://artstarts.com/rent)

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**In consideration of the mutual undertakings set out in this agreement, the Artist and ArtStarts agree as follows:**

### **Artist on Tour Directory**

1. For inclusion in ArtStarts' Artists on Tour Directory, the Artist must provide the listing information and materials to ArtStarts by the specified dates.
2. The Artist authorizes ArtStarts to use the photos and promotional material that they submit for the Artists on Tour Directory as well as for general use in ArtStarts' communications efforts.

### **Booking of Events**

3. The Artist recognizes that ArtStarts does not solicit bookings on their behalf. ArtStarts serves as a liaison between the Artist and the Presenter to enable equitable access for young people across BC to arts based experiences. ArtStarts books events based on requests made by the Presenter at the dates and times mutually agreed upon by the Artist and the Presenter.
4. The Artist understands that some Presenters request District Selections for distribution to schools in their region. These District Selections are intended to facilitate the booking process; they highlight a shortlist of artists selected by district representatives, as well as a complete list of available artists.
5. ArtStarts shall deliver to the Artist an initial summary of events requested by Presenters in the Preliminary Booking Summary.
  - a. The Artist shall indicate any necessary changes to the Preliminary Booking Summary via email within 30 days following receipt. If no changes are required, the Artist shall indicate their acceptance via email. If ArtStarts does not receive any requests for changes or confirmation of acceptance within 30 days, the bookings will be considered cancelled.
6. The Artist's acceptance of the Preliminary Booking Summary will serve as their agreement to undertake all the Events listed. ArtStarts will then issue contracts to each of the Presenters for Events booked through ArtStarts.

### **Artist's Performance Obligations**

7. ArtStarts will provide each Artist with a unique user name and password to access an online portal which contains downloadable PDFs that summarize the Artist's booking summaries, itineraries and payment summaries. This information is updated weekly and it is the Artist's responsibility to check regularly and notify ArtStarts of any scheduling discrepancies.

8. The Artist is an independent contractor that contracts directly with the Presenters for the provision of services. No employment relationship is established between ArtStarts and the Artist. The Artist shall make all arrangements and cover all travel, accommodation, insurance, Workers Compensation coverage and any other costs in respect to fulfilling the performance obligations for each Contracted Event.
9. The Artist is responsible for contacting each Presenter and venue one week in advance of each Contracted Event, in order to verify the venue location, date and time, audience size and composition, and specific technical requirements and provide the Presenters with Study Guides relevant to their scheduled performance.
10. The Artist shall perform at each Contracted Event in good faith and at the date, time, and place set out in the Artist Itinerary, and shall comply with all reasonable directions, requests, rules and regulations of the Presenter, including abiding by the Presenter's policy regarding sale of recordings or other merchandise.
11. If an Artist misses a performance/workshop it is their responsibility to reschedule with the Presenter and inform ArtStarts.
12. If ArtStarts receives feedback with concerns regarding an Artist's performance and/or behavior from a Presenter, the Artist must agree to a meeting with the Booking and Touring Program Manager within 30 days of the incident to discuss and attempt to resolve concerns.

## **Cancellation and Rescheduling of Events**

13. Contracted Events are subject to change unless they are listed as Confirmed. Unconfirmed bookings are noted as "Tentative" on the Artist's Booking Summaries. Tentative Bookings that are cancelled are not subject to the penalties listed below.
14. Confirmed Events that are Cancelled:
  - a. Artists who cancel a Contracted Event with:
    - i. less than 30 days' notice are subject to a penalty fee of \$100. This fee will cover the Presenter's booking fee as well as offset ArtStarts' administration costs.
    - ii. less than 7 days' notice are subject to a penalty fee of \$100 and may be responsible to cover any additional costs incurred by the Presenter due to the cancellation (eg. booking school bus, printing promotional material, etc.)
  - b. Presenters who cancel a Contracted Event with:
    - i. less than 30 days' notice, without reasonable grounds for doing so, are required to pay 15% of the Event Fee which will in turn be paid to the Artist.
    - ii. less than 7 days' notice without reasonable grounds for doing so, are required to pay 50% of the Event Fee which will in turn be paid to the Artist.

15. Confirmed Events that are Rescheduled:

a. Artists who request ArtStarts to reschedule five Confirmed Events or more will be subject to a rescheduling fee of 2% of the total Event Fee.

b. Artists who reschedule a Confirmed Event with:

i. less than 30 days' notice may be subject to covering any additional costs incurred by the Presenter due to the rescheduling (eg. booking school bus, printing promotional material, etc.)

16. The Artist and Presenter may, by mutual agreement in writing, cancel a Contracted Event at anytime.

17. Despite any other terms of this Agreement, if any Contracted Event or part thereof is prevented or rendered impossible by reason of strike, lockouts, governmental restrictions, acts of God, non-availability of labour or materials, unavoidable casualty, civil commotion, war, fire, extreme weather conditions, power failure, or any other cause beyond the control of the parties or the Presenter and not caused by default or fact of commission or omission and not avoidable by exercise of reasonable effort or foresight, it is understood and agreed that there shall be no claim for damage by either party to this Agreement and both their obligations in relation to that Contracted Event shall be deemed to be waived.

## **Fees, Invoicing and Payment**

18. In this Agreement, Event Fees means the total remuneration that the Artist is entitled to for all services in relation to a Contracted Event.

19. The Artist shall confirm their Event Fees by the date specified by ArtStarts. Once confirmed, the Artist shall not increase their fees for any Event booked by ArtStarts that takes place during the year covered by the Agreement.

20. ArtStarts shall charge each Presenter a subsidized Booking Fee that will be added to the Artist's Event Fee.

21. ArtStarts has an agreement, called the District Billing Service, with specific school district Presenters to invoice and receive payment directly for all Artist's Events taking place in these districts. Participating Districts shall be invoiced for the Artist's Event Fee and ArtStarts booking fee together. ArtStarts shall then forward payment for the Artists Event Fee to the Artist on a weekly basis.

22. The Artist recognizes that the payment of the Artist's Event Fees by Presenters using the District Billing Service is made via ArtStarts and for all other Presenters, payment is made directly by the Presenter to the Artists.

23. Unless previous arrangements have been made between ArtStarts and the Artist, ArtStarts shall issue all invoices on behalf of the Artist to each Presenter for the Artist's Event Fees.

24. ArtStarts shall provide a Payment Summary to the Artist of all invoicing details including venue and Event Fees contracted with each Presenter, and shall indicate the Presenters participating in the District Billing Service on the Payment Summary.
25. It is the responsibility of the Artist to inform ArtStarts of their GST status.

### **Criminal Records Review**

26. All members of the Artist's group who will be entering schools must ensure their compliance with the Criminal Records Review Act of the Province of British Columbia. To fulfil this requirement, the Artist(s) must complete a Criminal Record Check through the British Columbia Ministry of Justice's Criminal Records Review Program and have no criminal record found for the purpose of working with children. The fee for this check is paid for by the Artist.
27. ArtStarts requires a Clearance Letter from the Criminal Record Review Program as a condition of the Artist providing services under this Agreement.

### **Terms and Termination**

28. This Agreement shall be deemed to have come into force, and to terminate, as of the dates written on the first page of this Agreement.
29. ArtStarts may terminate and/or deny entering into this Agreement, and remove the Artist from the Directory, by written notice to the Artist, without payment of compensation or other damages caused to the Artist if:
  - a. the Artist fails to pay the annual fee,
  - b. the Artist, is in conflict with ArtStarts' Anti-Oppression Guidelines as determined by ArtStarts in good faith;
  - c. the Artist does not comply with the Criminal Records requirements noted in this agreement;
  - d. the Artist fails to remedy, where it is capable of remedy, or persists in a breach of any of its obligations under this Agreement after having been required in writing to remedy or desist from such breach.
30. ArtStarts may terminate this Agreement and remove the Artist from the Directory at any time without cause upon providing the Artist with 60 days of written notice. During this notice period, the Artist will complete any Contracted Event and be compensated in accordance with this Agreement but will not be entitled to any other compensation from ArtStarts. ArtStarts may elect that the Artist does not complete any remaining Contracted Event during this notice period and instead pay the Artist the fees that would have been earned by the Artist during the period.

## **Indemnity**

31. The Artist shall indemnify ArtStarts from and against any and all claims, demands, causes of action, costs, expenses, losses, damages, judgments and legal fees arising out of or resulting from (i) any breach by the Artist of any terms of this Agreement: (ii) acts done or words spoken by the Artist in connection with any Contracted Event and (iii) the failure of the Artist to present any Contracted Event or part thereof.

## **General**

32. Any notice, waiver, consent, or other communication under this Agreement will be in writing if sent by courier, mail, fax, or email to the applicable address of ArtStarts and the Artist as set out on the ASA Payment Form.
33. This Agreement and any attached documents contain all the terms and conditions agreed upon by the parties with respect to the subject matter of this Agreement, and any other previous agreements, understandings, representations or warranties, written or not, are superseded by this Agreement.
34. No waiver of any breach under this Agreement shall be effective unless in writing, and any waiver in respect to any particular breach of this Agreement shall not constitute a waiver of any similar or subsequent breach.
35. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable in that Province.

## ArtStarts in Schools

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