

*This form is a sample only. Customize for your own use,  
and for use with non-school organizations.*

## **SCHOOL & ARTIST AGREEMENT FORM**

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

Artist Phone Number: \_\_\_\_\_

Artist Email Address: \_\_\_\_\_

Preferred method and time of communication: \_\_\_\_\_

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

Location of School: \_\_\_\_\_

Host Teacher Name: \_\_\_\_\_

Host Teacher Phone Number: \_\_\_\_\_

Host Teacher Email Address: \_\_\_\_\_

Preferred method and time of communication: \_\_\_\_\_

### **1. Term:**

The project will take place as per the details below:

Workshop/presentation title: \_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

Pre-planning meeting date, time, and platform: \_\_\_\_\_

Number of students: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Location of workshop/presentation (online platform and link): \_\_\_\_\_

### **2. Responsibilities:**

The artist agrees to:

- facilitate a workshop or presentation as described in the City of Brampton's Performing Arts Directory (changes may be negotiated between the school and the artist)
- become familiar with and abide by the school's health & safety protocols and other policies and guidelines that apply
- provide a copy of their Vulnerable Sector Screening or equivalent police check upon request
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The hosting teacher agrees to:

- be present at all times during the event
- complete the Teacher Feedback Survey immediately following the completion of the event
- provide access to the online meeting platform
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### 3. Compensation and Expenses:

Total artist fee: \_\_\_\_\_ + HST (if applicable) = \$ \_\_\_\_\_

(If applicable) A deposit is due in the amount of \$ \_\_\_\_\_, on this date: \_\_\_\_\_

The balance of the fee in the amount of \$ \_\_\_\_\_ is due on this date: \_\_\_\_\_

The artist and hosting teacher will discuss any additional materials required, the cost of which is the responsibility of the school.

### 4. Conflict Resolution:

If either the school or the artist is dissatisfied with the process, a resolution process will be as follows:

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### 5. Photography/Video/Audio:

The artist agrees not to record or document the virtual meeting in any way without express written consent from the school and signed permission forms from parents/guardians of participating students.

The school agrees to distribute and collect photography/video permission forms to participating students on behalf of the artist, as feasible. If this is requested, the artist will provide permission forms to the teacher by this date: \_\_\_\_\_.

### 6. Acknowledgement of Participants

\_\_\_\_\_  
Artist's name (print)

\_\_\_\_\_  
Hosting teacher's name (print)

\_\_\_\_\_  
Artist's signature

\_\_\_\_\_  
Hosting teacher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Vice-Principal name (print)

\_\_\_\_\_  
Principal or Vice-Principal signature

\_\_\_\_\_  
Date

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*This form is provided as a suggested template that you can customize for your own use, intended to support the Performing Artist Directory hosted by Performing Arts, City of Brampton.*

*If you have recommendations for ways to improve this form, please send your comments to [rose.education@brampton.ca](mailto:rose.education@brampton.ca).*