



Hollis Chatelain Textile Art

909 Lawrence Rd • Hillsborough NC 27278 • 919-732-5119

Contract

Between _____ and Hollis Chatelain.

This agreement confirms that Hollis Chatelain will present the following:

WORKSHOP #1: _____ Fee: _____

Day(s): _____ Date(s): _____ Time: _____

WORKSHOP #2: _____ Fee: _____

Day(s): _____ Date(s): _____ Time: _____

LECTURE: _____ Fee: _____

Day(s): _____ Date(s): _____ Time: _____

CLASSROOM REQUIREMENTS:

- Table space with enough room for each student to work comfortably, (2 students per 8'X 2 1/2' table).
- Three extra tables for demonstration and supplies.
- Outlets and electrical capacity to support sewing machines and at least one iron for every six students.
- Room must have adequate lighting and ventilation.
- A 10' X 8' wall (or equivalent space) to hang class samples and example work. The Guild/Conference should provide some way to pin work on wall space (foam core, insulation boards, bulletin boards, or a standard size 100% cotton batting that can be attached to the wall to hang samples.)
- 3 – 4 quilt racks or quilt stands

TEACHER NEEDS

- Bernina sewing machine for demonstration (only for Upcycle your Jeans class, Studio Secrets seminar, and Quilting classes of more than 1 day)

EQUIPMENT NEEDED FOR LECTURES:

- Room that can be darkened.
- Podium light (please make sure the light works before the lecture).
- Digital projector with a remote control and extension cord.
- Microphone and screen which is large enough to see clearly from the back of the room.
- 3 tables for demonstration and supplies.
- 2 – 3 quilt racks or quilt stands

FEES:

- **Lectures:** \$425.00 (African Textile Lecture - \$500.00)
- **Six Hour Workshop:** \$800.00 per day (Maximum 20 students for Dye-Painting, Quilting, and Value classes, and 15 students for Drawing and Color classes)
- **Lab fee for the "Painting Images with Dyes" workshop:**
 - \$35.- per student for 1 day dye-painting class
 - \$40.- per student for 2 day dye-painting class

Lab fee for the "Dye Painting/Quilting" workshop:
\$40.- per student for 3 day dye-painting / quilting class
\$45.- per student for 4 day dye-painting / quilting class
\$50.- per student for 5 day dye-painting / quilting class

Lab fee for the "Understanding Value to Enhance Color" workshop: \$5.00 per student

(Above fees valid for all contracts signed until 12/31/2019)

In addition to the fees states above, the guild/conference will reimburse Hollis Chatelain for:

- Round trip airfare + baggage fees
- Car miles using the current standard IRS mileage rate

At workshop location

- Ground Transportation: Arrangements will be made by the Guild/Conference to meet Hollis Chatelain at airport locations with a vehicle adequate to handle three large (50 pound) suitcases.
- Lodging: Hollis Chatelain is willing to stay in private homes with the following requirements:
 - no smoking environment
 - private bedroom and bath

The Guild/Conference will be responsible for covering any expenses for "extra days" (for example non-teaching days added to save the Guild/Conference on air fare; Sundays - when not teaching, etc.).

SALES:

As a service to the students, I sell brushes and other supplies relevant to the classes. The Guild/Conference will not expect to collect any commission on these sales.

CANCELLATIONS:

The Guild/Conference may cancel a workshop or a lecture up to three months before the date of the workshop or the lecture. If the Guild/Conference cancels within the period of 3 months to 6 weeks prior to the dates of execution of the contract, the guild will be responsible for paying half of the contract fees. If the Guild/Conference cancels within 6 weeks prior to the dates of execution of the contract, the guild will be responsible for paying all of the contract fees and for reimbursing any expenses already incurred (airline tickets, etc.).
If due to acts of God, a cancelation can be made at any time.

A signed copy of this contract must be returned to Hollis Chatelain before a firm commitment can be made.

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

Guild/Conference Representative: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Date: _____ Signature: _____

Teacher/Lecturer: Hollis Chatelain Date: _____ Signature: _____

Hollis Chatelain
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Website: www.hollisart.com

Please include the name, address, e-mail, and phone # of a second contact person in the guild, in case I cannot get hold of the first contact person.

Thank you