



## Agreement Between Instructor and Artisans

This **Agreement** is entered into on \_\_\_\_\_

by and between the INSTRUCTOR \_\_\_\_\_ and ARTISANS OF MOUNT DORA, INC. dba ARTISANS and is valid for 180 days from completion of the class.

NOW, THEREFORE, the parties agree as follows:

1. The INSTRUCTOR agrees to submit the completed **Class/Workshop/Seminar Proposal Form** along with required collaterals to ***artisansfunclasses@gmail.com***.
  - a. INSTRUCTOR represents and warrants that, (1) it is the sole owner of all right, title and interest in and to the project taught; (2) has obtained all necessary rights in respect of the use of the project content; and,
    - i. Instructor's exercise of its rights in accordance with the terms and provisions of this Agreement will not infringe upon or violate the trademark rights, copyrights or other intellectual property right of any other person or entity.
    - ii. Instructor reserves all other rights and all ownership rights in and to the project.
2. The proposed class project , entitled \_\_\_\_\_ will commence on and end on.
3. CLASSROOM SESSIONS: # \_\_\_\_\_ classes at \$ \_\_\_\_\_ fee per student. Materials fee of \$ \_\_\_\_\_ will be paid by the student directly to the INSTRUCTOR.
4. TERMS: The INSTRUCTOR requires at least \_\_\_\_\_ students with a maximum of \_\_\_\_\_.
5. CANCELLATION: Contracts between the INSTRUCTOR and ARTISANS require that 10 days notice be given by either party if the service is to be cancelled or dates changed.
6. INDEPENDENT CONTRACTOR STATUS: The INSTRUCTOR and ARTISANS agree that the INSTRUCTOR is an independent contractor and not an employee of ARTISANS. The INSTRUCTOR is responsible for all insurance (professional liability, worker's compensation, unemployment, etc.) and all payroll related taxes. The INSTRUCTOR is not entitled to any employee benefits. The INSTRUCTOR agrees that ARTISANS will retain 30 percent of collected registration fees as the administration fee for classroom use, registration of participants and advertising. ARTISANS agrees that the INSTRUCTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.
7. INSTRUCTOR will: 1. Provide sessions, each hour(s) in duration, at ARTISANS 2. Coordinate one initial planning session with a member of ARTISANS Education Committee. 3. Agree to market the class/workshop/seminar on their social media sites. 4. Collect materials fees from participants if applicable. 5. Clean up from sessions returning the space to its original condition
8. REQUIREMENTS FOR ARTISANS:

ARTISANS will:

  1. Provide a clean, well lit facility with tables and chairs for a maximum of 4 students, an instructor workstation, access to running water, sink and restroom for the class described above.

2. Register participants and collect registration fees.
3. Assist in the marketing and advertising of scheduled activities, which will include (at least) social marketing posts on Facebook, our website [artisansonfifth.com](http://artisansonfifth.com), [eventbrite.com](http://eventbrite.com) and email campaigns with provided information.
4. Accommodate at least one telephone or in-person meeting between an Artisan's Education Committee member and the INSTRUCTOR.
5. Have an Artisan's member present in the building during all sessions when the INSTRUCTOR is holding a session.
6. Inform the INSTRUCTOR of changes to ARTISANS schedule, which may result in cancelled or rescheduled classes.
7. Payment will be mailed to the INSTRUCTOR upon completion of the session or series of sessions. Payments are issued the 1st and 15th of each month

*Artisans does not guarantee that any or all seats in a class/workshop/seminar will be filled.*

**Instructor Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Approved by Artisans Education Committee Member** \_\_\_\_\_

**Artisans**  
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