



The Bexley String Quartet

Weddings • Receptions • Private Parties

Cassie Benedict
Event Coordinator
614-584-6069
cassie.benedict4@gmail.com

Event Information Agreement

Client Name: _____

Client Phone: (home) _____ (cell) _____

Client Email:

Client Address:

Event Title: _____

Event Date: _____

Event Start Time: _____

Music Start Time: _____

Event Address:

Circle One and Describe: Outdoor _____ Indoor _____

Circle One: String Quartet String Duet

Service Requests (i.e. Ceremony, Cocktail Hour or Private Event):

Please return completed event information agreement to:

Cassie Benedict
4725 Julian Rd. SW
Amanda, OH 43102



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Music Contract

This contract establishes the agreement between the Bexley String Quartet Coordinator, Cassie Benedict, and fellow ensemble members, and the client, _____ on this ____ day of _____, 2016.

We agree to provide musical entertainment for (your event): _____

This includes 15-20 minutes of prelude music, 10 minutes of postlude music, as well as any music requested during the service as indicated on the Event Information Agreement.

The event date is: _____ The event time is: _____

Held at (address): _____

TOTAL BILL: \$ _____

Deposit Due: \$50

(Deposit should be paid with the completion of this contract and returned as soon as possible to hold your date.)

Your BALANCE is: \$ _____ (Balance must be paid in full at the completion of the service of your event.)

Payment for deposit and balance is to be given in the form of check made out to Cassie Benedict. (Pre-payment is accepted for your convenience.) The Bexley String Quartet also holds the right to charge the client for additional sheet music purchases needed to fulfill special musical requests. Client will be consulted about sheet music selections and prices before purchase. A \$50.00 fee will be assessed for program changes requested later than two weeks prior to the event.

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CANCELLATION OF CONTRACT MUST BE RECEIVED, IN WRITING, NO LESS THAN THIRTY (30) DAYS PRIOR TO CONTRACT STARTING DATE. A LESS THAN THIRTY DAY CANCELLATION RESULTS IN THE CLIENT COMPENSATING THE GROUP WITH A SEVERANCE PAYMENT (50% OF THE BALANCE DUE).

THE MUSICIANS UNDER THIS CONTRACT RESERVE THE RIGHT TO ALTER THE PERFORMANCE SHOULD EXTREME RAIN OR TEMPERATURES OCCUR THAT IS DAMAGING TO OUR INSTRUMENTS AND ADEQUATE SHELTER IS NOT PROVIDED.

Both parties agree to the terms of this contract and enter into it fully by signing and dating on the appropriate lines below:

Client/or Client's Representative _____ / ____ / ____

Cassie Benedict (Coordinator) *Cassie Benedict* _____ / ____ / ____

Please return signed and completed contract with deposit to:

Cassie Benedict
4625 Julian Rd. SW
Amanda, OH 43102