

# Contract Agreement

Melinda Bula

916-768-3215 [melbula@comcast.net](mailto:melbula@comcast.net) [melindabula.com](http://melindabula.com)

This is an agreement between Melinda Bula and your organization to present a workshop, lecture or multi-day retreat. A list of all workshops and lectures can be found on my web site, [melindabula.com](http://melindabula.com). Please indicate your selections below by checking the appropriate box and providing the title of the workshop or lecture.

## This contract is for Zoom and Live events

Workshop (6 hours): \$850 Title: \_\_\_\_\_

Lecture (1 hour): \$500 Title: \_\_\_\_\_

\_\_\_\_\_

Meet and Greet: \$350 (Group only requests instructor to set up a table with products and meet and talk with members)

Artist in Residence: \$400 per day

Name of guild, retreat, or event: \_\_\_\_\_

Dates of event: \_\_\_\_\_ Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Date of lecture: \_\_\_\_\_ Time of lecture: \_\_\_\_\_

Address of lecture: \_\_\_\_\_

Date of workshop or retreat: \_\_\_\_\_ Time of workshop or retreat: \_\_\_\_\_

Address of workshop or retreat: \_\_\_\_\_

## Travel and Expenses

In addition to the payments set forth above, the party contacting for services agrees to reimburse Melinda Bula, shown as "instructor" below, the following expenses necessarily incurred by her to fulfill her obligations herein:

1. Travel expenses by air, at reasonable available airline rate, round-trip, including round-trip transportation to the airport (taxi or limousine) and all baggage expenses. It is preferred that travel arrangements be made by the instructor and, if contracting party arranges for travel, it is subject to approval by instructor.
2. In the event that a flight is canceled due to any reason, the hiring party is responsible for all expenses incurred by the instructor to arrive at venue by contact-specified time.

3. If instructor drives to and/or from the contacted event(s), the hiring party shall pay instructor mileage at the current per mile rate as allowed by the Internal Revenue Service.
4. When providing transportation for instructor either to or from airport, please arrange for an appropriate size vehicle that can accommodate 3 large bags plus carry-on and purse.
5. **Lodging:** The hiring party agrees to provide hotel or motel accommodations for the instructor during the time required for the completion of the commitment herein. The accommodations must be within easy walking distance to restaurants unless a rental car has been provided by the hiring party. No Dorm rooms.
6. The hiring party agrees to reimburse the instructor for meals in a sum not to exceed \$40 per day for the duration of the contracted event, unless meals are provided by the hiring party.
7. The hiring party is not responsible for entertaining the teacher after her classes or workshops. In fact, after a full day of teaching, a little peace and quiet is preferred.
8. All shipping fees related to supplies used in workshops or samples of the class project shall be reimbursed by the hiring party.
9. All fees set forth in this section shall be paid by the hiring party to instructor immediately upon the completion of the final lecture or class.
10. Contact information for the person providing transportation at the event will be provided to the instructor at least 15 days before the instructor's arrival.

## Lecture

The lecture typically takes approximately 45-1 hour. The instructor will make herself available for questions immediately following the lecture. All lecture include a power point and live quilts.

Lecture Topics:

- **My Journey As a Quilt Artist-** *A humorous look at finding the quilt artist within. As Melinda shows you her award winning quilts.*
- **The Power and Secret of Color -** *Breaking the fear. Learning how to use color better and the secret it holds.*

In an LIVE evening lecture, the speaker, must go on **first**, before the guild's regular business meeting. The speaker will be allowed to set up tables and sell her fabrics, fabric kits, patterns, books, small art quilts, and other quilting items.

Equipment required for the lecture:

- Microphone
- Screen (not a sheet!) for PowerPoint presentation
- Table for projector
- 2 quilt racks
- 2 tables for quilts and product sales
- 3-prong extension cord for projector

## Workshop

1. There is a pattern fee per student, price depends on class you choose. The patterns includes the a full color pattern booklet, a large layout sheet, and all pattern pieces traced for the student.
2. For the ease of a one day class Melinda offers fabric kits for each pattern to help speed the class along. Price varies depending on which flower pattern the class chooses. The class dose all the same pattern. Fabric kits are optional.
3. These are LARGE flower patterns, so adequate table space in class is required.
4. A MINIMUM of 4 ironing stations are necessary.
5. The normal class size is 20 students with a maximum number of 25. Each student above 20 incurs an additional fee of \$30 per student.
6. Group representative must contact Melinda and provide accurate student count BEFORE workshop so materials can be shipped to venue.  
1601 Pissarro Way  
Bakersfield, CA 93314
7. For ZOOM classes the student will purchase the class pattern from my Etsy shop and it will be sent directly to the student. They can also purchase kits and other supply at that time. [etsy.com/shop/MelindaBula Designs](https://www.etsy.com/shop/MelindaBula%20Designs)
8. **No lecture or workshop will be recored either in a live format or ZOOM.**

Multi-day retreat workshops are available - contact Melinda with any question.  
[www.melbula@comcast.net](mailto:www.melbula@comcast.net)  
Classes can be arraigned to fit the event.

### 1 and 2 Day Classes

- Coneflower
- Sunflower
- Bird of Paradise
- Hibiscus
- Zinnia
- Iris
- Nasturtium
- New Rose
- Renegade Thread Play

### 2 Day Classes

- Any flower above with the 2nd day class as Renegade Thread Play
- Dogwood
- Poppy

### 4-5 Day Retreats

- Create a Flower Art Quilt from your photo
- Create a Beachscape Quilt from your photo
- Create from one of my patterns and have time to work on the Renegade Thread Play

## **Class Room Equipment**

Inviting party will provide two quilt racks or an alternative safe means to hang at least two quilts and two tables for use by instructor.

## **Supply Lists and Color Charts**

A supply list has 2 pages with a color chart for the flower projects. These can be downloaded at [www.melindabula.com](http://www.melindabula.com) under Workshop.

Please contact me if you do not have a color printer and the supply with color chart need to be in good color.

Fabric packs are available for any class with a 30 day advance notice.

Contact Melinda for pricing.

for Zoom Class they will by there pattern and supply from my Etsy shop.

[etsy.com/shop/MelindaBulaDesigns](https://etsy.com/shop/MelindaBulaDesigns)

## **Selling at the Event**

Instructor reserves the right to sell her fabrics, fabric kits, patterns, books, and other quilting items in her classroom. Instructor's workshops are based on the fusing of hand-dyed fabrics utilizing fabric kits. The use of my fabric kits and individual hand-dyed fabrics result in a successful experience for the student. For this reason, I feel it is in the best interest of the student to provide the hand dyed fabric kits in the classroom. I bring a small selection of other patterns, along with Steam-A-Seam 2, which is the preferred fusible web. The students may choose to purchase at the end of class.

## **Payment**

The hiring party agrees to pay to instructor, at her full compensation for the lectures, workshops, and classes set forth above, the sum of \_\_\_\_\_, said sum to be paid to the instructor immediately upon the completion of her final lecture or class.

## **Cancellation of Classes**

The scheduling of classes, lectures, and workshops by the hiring party necessarily requires the instructor to expend certain sums for her reasonable and necessary expenses, such as airfare. It may also require the instructor to refuse offers from other parties to teach or provide lectures to them. In the event that the hiring party cancels the instructor's class(es) or lecture, not less than 4 weeks prior to the commencement of the instructor's commitments herein, the hiring party will not be responsible for any compensation to the instructor other than her reasonable and necessary out of pocket expenses such as airfare or shipping. In the event that the hiring party cancels less than 4 weeks prior to the commencement of the instructor's obligation under this contract, then the hiring party shall pay to the instructor, in addition to her out of pocket expenses, 50% of the sum due her under this contract as set forth above. Should the instructor cancel this contract due to illness or any other unforeseen event, the hiring party shall not be responsible for any compensation of any form to the instructor.

**A signed copy of this agreement must be returned to Melinda Bula to secure a firm commitment.**

**Group representative #1**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell #: \_\_\_\_\_

**Group representative #2**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell #: \_\_\_\_\_

I hereby agree to the term set above:

\_\_\_\_\_  
*Melinda Bula*

\_\_\_\_\_  
Date

Please return to:

Melinda Bula

1601 Pissarro Way

Bakersfield, CA 93314

OR

Scan and email to [melbula@comcast.net](mailto:melbula@comcast.net)