# draíocht

Contract between [NAME] of [ADDRESS] and Draíocht, Blanchardstown Centre, Blanchardstown, Dublin 15, [DATE]

## Course:

Draíocht wishes to engage [NAME] as a workshop facilitator for a series of [NUMBER] evening classes for adults at Draíocht for a period of [NUMBER] weeks.

## **Duration**:

The course will run on [DAY OF DAY] evenings for [NUMBER] weeks from [DATE] to [DATE]. The times of each workshop are [TIMES], in addition to preparation, set-up and tidying up each day.

#### Remuneration:

For services above, remuneration will be provided at the rate of [RATE] per hour.

Four preparation hours may also be availed of and invoiced for, also at the rate of [RATE] per hour.

This fee will be payable upon presentation of an invoice, directly into [NAME]'s nominated bank account, for which [NAME] will provide details [bank account name, account number, sort code, bank address].

# **Documentation**:

Draíocht requires that records are kept of class plans and workshop outlines.

#### Other relevant information:

- Draíocht has Public Liability and Employer Liability Insurances. As an external contractor, [NAME] must make provision for his/her own insurances and all taxes.
- Extra materials required for workshops will be provided by Draíocht where appropriate and previously agreed.

- Draíocht, as employer and in keeping with the Copyright and Related Rights Act 2000 will retain copyright of the project and as such retains the right to use it for any appropriate use (publicity, project report, etc). You will be credited as the artist who facilitated the course.
- If the project is cancelled your fee will be honoured on the following scale:
  Within 4 weeks of project: 75% of fee
  Within 2 weeks of project: 100% of fee
- In the circumstances outlined above, Draíocht reserves the right to suggest suitable alternative workshops for the days in question, or to suggest alternative dates within reason.
- If you are unable to facilitate a session, your fee for that session will be forfeit.
- If you become unable to complete the project, your remaining fee will be forfeit.
- You will be supported in your work by [NAME], Visual Art Administrator at Draíocht. If you encounter any difficulties or have any concerns or questions during the workshops, please do let [NAME] know.
- You are entitled to artistic control of the sessions and project in conjunction with Draiocht.

Signed

[NAME]

[NAME]

(On behalf of Draíocht)

(Workshop Practitioner)