

# 1, 2, 3 DAY TEACHING CONTRACT FOR GAYLE LAIBLE, CDA

The following agreement is between GAYLE LAIBLE, hereafter known as 'TEACHER' and

---

hereafter designated as 'HOST/CLUB'.

We (your name) \_\_\_\_\_ agree to have Gayle Laible teach a painting workshop/seminar on:

Month: \_\_\_\_\_ Date(s) \_\_\_\_\_ Year \_\_\_\_\_

The project(s) the HOST has selected are:

---

*(A decision on the project(s) to be taught does not need to be made until at least 60 days prior to the seminar date(s). Photographs of new projects will be submitted to you from the time of signing the contract until you've made your decision. Once final project(s) are picked, a photocopy of this page of the contract, listing the projects to be taught, will be sent to you for your records.)*

The TEACHER offers 1, 2, or 3 DAY watercolor workshop/seminar for beginners, intermediate, and advanced painters. Class is 6 hours of teaching with a lunch/dinner break.

HOST agrees to pay the TEACHER a teaching fee of \$25.00 per student, per 6 hour class, to a maximum of 30 students and a minimum of 15 students (\$375 per day). Teaching Fee also includes the Pattern Packet with step by step pictures. Supply fee depends on the size of the project chosen. It will include double mat, 140# cold press 100% rag watercolor paper with design traced, enough watercolor paint to finish the painting, palette, masking fluid (if needed).

HOST is responsible for:

any and all of the TEACHER'S transportation costs to include economy airfare, rental car, taxis, tolls, parking, and mileage. Mileage will be calculated at \$.58.5 per mile (effective 07/01/08). TEACHER will make the round trip air travel arrangement between Cincinnati, OH and the seminar/workshop city 30 days prior to the seminar/workshop dates. If airfare is available from a city within 2 hours driving time of Cincinnati at a discount of \$100 or more (airfare + mileage), TEACHER will agree to depart from that locations. HOST agrees to reimburse TEACHER for the airfare plus insurance within 14 days of receiving the travel receipts.

Accommodations at a local hotel/motel for the TEACHER to include the night prior to the class through the night of the final day of the class if needed due to travel arrangements. HOST is responsible for booking accommodations for the TEACHER. The accommodations should be billed directly to the HOST. TEACHER will be responsible for any miscellaneous costs (such as telephone calls, food, etc.) billed by the accommodations other than room, tax, and normal service charge.

\$25 meal allowance per day including travel days (to be adjusted for partial travel days or if any meals are provided by HOST at a rate of \$7 breakfast, \$8 lunch, \$10 dinner)

1. The selected photo(s) of the TEACHER'S designs being taught may be used for promotion of class sales, i.e. advertising in studio/shop, workshop/seminar brochures, or on websites. TEACHER will provide HOST/CLUB photos to use in internet advertising. TEACHER agrees to advertise the seminar/workshop on her website.
2. Final project(s) are to be chosen no less than 60 days prior to the workshop/seminar.
3. TEACHER will be permitted to have brushes, pattern packets, and other supplies available for sale before and after the workshop/seminar. 3 tables are needed... one (1) for teaching and two (2) for selling supplies.

4. The TEACHER requires a non-refundable deposit of \$100.00, at the time the HOST signs this contract. The deposit will be deducted from the final seminar fee.
6. CANCELLATIONS.
  - \* Should the TEACHER need to cancel the seminar/workshop for whatever reasons, all monies paid to the TEACHER by the cancellation date will be refunded to the HOST, including the \$100 deposit and any shipping fees that might have incurred.
  - \* Should the HOST need to cancel, the HOST is responsible for any costs incurred by the TEACHER, including travel preparations and any shipping costs that might have incurred.
7. PAYMENTS.
  - \* All Fees including Teaching, Supplies, Meal Allowance should be paid to the TEACHER by the HOST by end of the seminar/workshop.
  - \* Airfare is payable within 14 days of HOST receiving airfare invoice and receipts.
  - \* Other expenses (shipping and miscellaneous travel such as taxis, parking, mileage, etc.) will be invoiced to the HOST by the TEACHER immediately upon arrival back home, and are to be paid by HOST within 14 days of receipt.

**Note:** Teacher is being hired to teach the designated project(s) in the design with regard to color scheme, size, and type of watercolor paper as shown in the photographs. Any variations to this, must be pre-approved by the teacher and could be subject to additional costs.

I have read and agree to abide by all contract details listed above.

\_\_\_\_\_  
Host Name

\_\_\_\_\_  
Gayle Laible

\_\_\_\_\_  
Signing Officer's / Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Gayle Laible Watercolor Designs  
Gayle Laible, CDA  
913 Highway Avenue, Covington, KY 41011  
859-655-9165 / Cell: 859-653-3845  
gayle@gaylelaibledesigns.com  
<http://www.gaylelaibledesigns.com>

\_\_\_\_\_  
City, State/Province

\_\_\_\_\_  
Zip or Postal Code & Country

\_\_\_\_\_  
Telephone / Fax Number (if any)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

**Print out 2 copies. Please sign 'both' copies. One will be returned to you with Gayle's signature.**