

[Name/Organization]
SERVICES AGREEMENT

THIS AGREEMENT made in duplicate this [date] day of [month, year] in the City of Vancouver, Province of British Columbia.

BETWEEN: **[Name/Organization]**
Represented by [name]
(hereinafter called "[Name/Org]")

AND: **[Name]**
(hereinafter called the "**CONTRACTOR**")

WHEREAS [Name/Org] requires the services of [ROLE]. The CONTRACTOR has the expertise (and equipment) to provide the service.

NOW THEREFORE, in consideration of the mutual covenants contained herein THE PARTIES AGREE AS FOLLOWS:

1. The CONTRACTOR shall provide to [name], for the "[event]", services (hereinafter referred to as the "**SERVICES**") of an GRAPHIC DESIGNER as per Schedule A.
2. The CONTRACTOR shall not sub-contract or assign the SERVICES to be provided to [Name/Org] without prior consent.
3. [Name/Org] shall not be responsible for the CONTRACTOR coverage of the following:
 - I. Payment of Income Tax;
 - II. Canada Pension Plan contributions;
 - III. Unemployment Insurance contributions.
4. All material produced by the CONTRACTOR for [Name/Org], as a result of this Agreement, shall be the exclusive property of [Name/Org].
5. The CONTRACTOR shall faithfully serve [Name/Org], promote its interests, and invoke working time, attention and energy to the SERVICES provided.
6. In consideration for the SERVICES performed by the CONTRACTOR, [Name/Org] shall pay to the CONTRACTOR a fee of **\$[amount]** , to be paid as per Schedule B.
7. When the CONTRACTOR is responsible for a vehicle, whether provided by [Name/Org] or not, for the purposes of executing the duties of Associate Producer, the CONTRACTOR will be responsible for payment of parking and/or speeding violations, and/or damage done to the vehicle as a result of direct negligence.
8. All work will be allocated by, and all invoices and expense claims shall be submitted to, the Artistic Director. The Artistic Director has the right to refuse invoices and payment for work not completed to his/her satisfaction.
9. Both parties agree to act in a spirit of professionalism, generosity, co-operation, confidence and mutual respect.
10. **CONFIDENTIALITY** It is understood that you will hold confidential any information about the company, its contracts, clients, and employees acquired in the performance of your duties for [Name/Org].

Vines Art Festival Society
SERVICES AGREEMENT SCHEDULE A
Monday, February 5, 2024

Job Promotions:

Duration: **April 1, 2023 – August 19, 2023**

Vines Graphic Designer. Main tasks include:

- Designing of festival poster, bus shelter poster and postcards
- Designing of a mini online program (will reuse social media banners) – not for print, just for sending around
- Designing of banners for social media events and for the webpage
- Re-sizing for advertisements
- Designing inserts for box installations (similar to previous year)
- Designing slides for opening and closing videos

Please indicate your acceptance of this job description by initialing this page: _____

[Name/Organization]
SERVICES AGREEMENT SCHEDULE B
as at Monday, February 5, 2024

Installment	<u>April 1, 2023</u>	<u>\$1,000</u>
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Paid with Cheque

Installment	<u>May 1, 2023</u>	<u>\$1,000</u>
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Paid with Cheque

Installment	<u>June 1, 2023</u>	<u>\$1,000</u>
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Paid with Cheque

Installment	<u>July 1, 2023</u>	<u>\$1,000</u>
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Paid with Cheque

Installment	<u>August 1, 2023</u>	<u>\$1,000</u>
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Paid with Cheque

Please indicate your acceptance of this payment schedule by initialing this page:
