



# CONCERT CONFIRMATION AGREEMENT

THE PROVERBS, Box 111, Westport, Ontario Canada K0G 1X0

Telephone: (613) 273-2818 / Fax: (613) 273-7325

[www.theproverbs.com](http://www.theproverbs.com)

THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO THE PROVERBS IN ORDER TO CONFIRM YOUR BOOKING. Please check the original **WHITE** copy carefully. If any information is incorrect, or any of the blanks are not filled, make necessary changes and keep **YELLOW** copy for your files. **SIGN & RETURN WHITE** copy to The Proverbs immediately to confirm booking.

CONCERT DAY & DATE(S): \_\_\_\_\_ STARTING TIME(S): \_\_\_\_\_

AUDITORIUM NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE (STATE): \_\_\_\_\_ TELEPHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_

PROMOTER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE (STATE): \_\_\_\_\_ TELEPHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_

AUDITORIUM TO BE AVAILABLE FOR SET-UP AT: \_\_\_\_\_ AM PM DATE: \_\_\_\_\_ STAGE HANDS AVAILABLE AT: \_\_\_\_\_ AM PM  
(Auditorium & stage hands should be available for set-up a minimum of 2 to 3 hours prior to scheduled starting time / Stage hands required for tear-down also.)

EMERGENCY NUMBER FOR PROVERBS TO CALL, IF ARRIVAL IS DELAYED DUE TO TRAVEL DIFFICULTIES ..... TEL: ( ) \_\_\_\_\_ - \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ (It is vital that someone be available at this number, in the event of any emergency that might delay The Proverbs' arrival.)

MEALS and/or ACCOMMODATIONS (for the following Proverbs group members: \_\_\_\_\_)

[ ] **OVERNIGHT ACCOMMODATIONS** : \_\_\_\_\_  
(Please make hotel reservations in manager's Name: "David Daw" / Hotel Name, Address & Tel. #, above (or) Location for motorhome hook-up & restrooms.)

[ ] **MEALS** : \_\_\_\_\_  
(Name and address of restaurant (or) residence where meals to be provided / Meals preferred *after* concerts.)

PLEASE PROVIDE A BRIEF "PROGRAMME OUTLINE" WHICH CLEARLY DEFINES THE PROVERBS' TIME ALLOTMENT(S): \_\_\_\_\_

**ADDITIONAL TERMS OF AGREEMENT:** ("Good Faith" shall be the essence of this agreement.)

- (a) **FINANCIAL ARRANGEMENTS:** \_\_\_\_\_  
Concert honourariums are strictly on a donation basis to The Proverbs Gospel Music Association, which is The Proverbs sole sponsor. Payment (*preferably in CASH*) should be presented to The Proverbs prior to (or) immediately following concert. The Proverbs rely on concert honourariums to meet daily expenses, **PLEASE DO NOT ASK US TO WAIT FOR CHEQUES IN THE MAIL...** Make cheques payable to: PGMA (The Proverbs Gospel Music Association)
- (b) **SALES OF RECORDINGS:** Since sales of The Proverbs recordings typically represent a major portion of concert revenue...The Proverbs offer recordings of their music for public sale at all personal appearances. (*The Proverbs must be notified **In advance** of any special auditorium regulations or Sunday sales policies that might adversely affect sales, so that a suitable compromise may be arranged in writing, at least 2 weeks prior to concert date.*)
- (c) **SOUND & LIGHTING:** The Proverbs supply all their own musical instruments, sound & lighting equipment. (*This is the equipment that will be used by the Proverbs unless other acceptable arrangements are made in writing, at least 2 weeks prior to concert date.*)
- (d) **STAGING & ELECTRICAL CONSIDERATIONS:** Ideally, an unobstructed level stage area 20'w x 12'd, is required to set-up Proverbs equipment. (*Minimum requirements 12'w x 8'd*) Please see enclosed "Staging Layout" diagram. **Platform area should be cleared of all furniture etc. prior to Proverbs arrival.** The Proverbs require exclusive access to a minimum of 2 (*preferably 3*) separate 110 Volt, 15 Amp circuits to power their equipment.
- (e) **CANCELLATIONS:** 30 days notice shall be the minimum time required by either party to cancel this agreement. Where the promoter provides less than 30 days notice of cancellation, he shall provide a "cancellation fee" of 25% of the agreed honourarium specified above (or) a suitable re-schedule date. The Proverbs will make every reasonable effort to appear at all scheduled bookings. In the event of death, serious illness, accident or travel delays, The Proverbs liability to the promoter shall be limited to offering a mutually acceptable alternate booking date. "Good Faith" shall be the essence of this agreement.

\* PLEASE ATTACH A WELL LABELLED MAP, AND DETAILED INSTRUCTIONS OF THE EASIEST WAY TO FIND CONCERT LOCATION.

WE THE UNDERSIGNED ACKNOWLEDGE RECEIPT OF A COPY OF THIS AGREEMENT, AND WILL MAKE EVERY REASONABLE EFFORT TO ABIDE BY ALL TERMS AND CONDITIONS AS SPECIFIED ABOVE.

\_\_\_\_\_  
THE PROVERBS

\_\_\_\_\_  
Authorized Signing Agent

\_\_\_\_\_  
Date