



THE PROVERBS

CONCERT CONFIRMATION AGREEMENT

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PLEASE FILL IN ALL BLANKS ON THIS TWO PAGE FORM & SIGN A COMPLETED COPY - SCAN AND EMAIL TO: dave@theproverbs.com - OR MAIL VIA POST OFFICE - TO FINALIZE BOOKING DETAILS

EVENT INFO:

Concert Day & Date(s): _____ Starting Time(s): _____

Auditorium/Venue Name: _____ Address: _____

City: _____ Prov./State: _____ Postal Code: _____ Tel.# (____) _____-

NOTE: It is essential that you provide a complete street address with city (or rural twp. & county) & postal code for this event, that can be located via the Proverbs GPS system.

EVENT *PROMOTER'S CONTACT INFO:

Name: _____ Address: _____

City: _____ Prov./State: _____ Postal Code: _____ Tel.# (____) _____-

Email address: _____ Fax.# (____) _____- Cel.# (____) _____-

SET-UP TIME :

Venue to be available for set-up at: ____ AM **PM** Date: _____ if there are any stairs - 2 Stage Hands will be required to be assist with "Load-In"

Concert venue & stage hands should be available for set-up a minimum of 2-3 hrs. prior to scheduled start time. If there are any stairs, 2 stage hands should also be available for 1 hr. following event for "Load-Out"

EMERGENCY CONTACT INFO:

Emergency Number(s) for Proverbs to call should their arrival be delayed for any reason on concert date:

Event organizer's Cel # (____) _____- Direct Venue Tel.# (____) _____- Alternate Tel.# (____) _____-

Someone must be available at these numbers the day of the event in case of any emergency that might delay the Proverbs arrival. (Proverbs manager's direct cel. 613-541-2803)

MEALS & ACCOMMODATIONS:

Meals and accommodations are for 3 Proverbs group members.

The Proverbs will advise in advance where not applicable, and/or if any additional "tech-crew" will accompany the group.

Restaurant name (or other meal location) details: _____

Meals are preferred 2-3 hrs prior to concert, or may be provided following the event. (Note: Meals should not conflict with scheduled set-up times)

Hotel Information details: _____

Name, full address & tel. # of reputable chain-hotel with 1 non-smoking room & 2 queen-sized beds. Hotel must have secure, accessible parking for Proverbs 40 ft Prevost coach (Electrical plug-in for bus block-heater is essential in winter)

Proverbs Coach Parking: Secure parking for the Proverb's 40 ft coach should be available immediately adjacent to concert venue. If group is staying over-night on the bus, kindly provide address for level parking & 15 amp (x 2) electrical hook-ups of Proverbs 40 ft. coach - with nearby 24 hr accessible washroom & shower facilities available.

PROGRAM OUTLINE:

Please provide a brief program outline which clearly defines the Proverbs concert time allotment(s): (plus any special requirements such as worship leading etc.)

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

- i) **Financial Arrangements:** \$ _____
Paid admission (or other non-church based) bookings - Flat fee as stated above - or - based on a percentage of ticket sales etc. Please note any special details above.
Church bookings - (Typically expenses plus a love offering*) Arrangements should take into consideration Proverbs operational expenses of approx. \$500./day PLUS a direct fuel allowance for the Proverbs bus, of 55 ¢/km. x _____ km. round-trip . *Most churches budget ahead for all "expenses" and then also add a "love-offering" (or other additional honorarium) at time of the concert, to assist in supplementing the Proverbs actual out-of-pocket expenses.
NOTE: If special circumstances exist that would make covering the Proverbs basic expenses (as stated above) difficult, please bring these details to the Proverbs attention well in advance, and the group will do it's best to be work with you to find suitable solutions.
Payment (preferably in CASH - church cheques also OK) should be presented to The Proverbs prior to, or immediately following the concert.
The Proverbs rely on concert honorariums to meet daily operating expenses - **PLEASE DO NOT ASK THE PROVERBS TO WAIT FOR CHEQUES IN MAIL**
All concert honorariums are strictly on a donation basis to the Proverbs Gospel Music Association, which is a registered CDN charity & the Proverbs sole sponsor.
Make cheques payable to: The Proverbs or PGMA (Proverbs Gospel Music Association)
- ii) **Proverbs Merchandise:** Sales of Proverbs recordings and other merchandise is considered a part of this agreement, as this constitutes a major portion of the Proverbs concert revenue that is needed to cover operational expenses. The Proverbs offer CDs, DVDs, & other items for sale at ALL personal appearances. The Proverbs must be notified of any special auditorium regulations or Sunday sales policies that would adversely affect sales before signing this agreement.

TERMS OF AGREEMENT (CONTINUED ON PAGE 2) . . .

ADDITIONAL TERMS OF PROVERBS CONCERT CONFIRMATION AGREEMENT: (continued from page one)

iii) Concert Event Production Details:

SOUND - The Proverbs provide all of their own sound equipment for any venue with seating for up to approximately 1200. This is the ONLY sound equipment that will be used by the Proverbs unless mutually acceptable arrangements are made PRIOR to the signing of this agreement.

NOTE: For larger venues, the Proverbs may elect (at their option) to patch their console into the house speaker/amp system.

Please note any special sound requirements or technical details here: _____

VIDEO - Indoor Proverbs concerts include interactive video that is synced to the group's live performance. The Proverbs can provide their own video projector & 100" 16:9 screen, but in venues where adequate projection equipment is permanently installed, the Proverbs may elect to "patch into the house projection system" via a VGA, DVI or HDMI connection from their MacBook Pro laptop.

Please confirm if a "house" projection/screen system is available at your venue for the Proverbs to patch into: Yes No

Technical Details (projector input VGA, DVI, HDMI etc): _____

LIGHTING - The Proverbs carry an elaborate LED based lighting system that includes multiple front and back lights. While use of the Proverbs lighting may be optional at some venues, it is their preference to have proper stage lighting & the house lights lowered during actual concert presentations.

Please note any special lighting details or requirements here: _____

CONCERT PRODUCTION SERVICES FOR OTHER ARTISTS - The Proverbs work diligently to provide their own professional sound, video and lighting & do NOT actively seek opportunities to provide this support for other artists appearing on the same program with them. However, should it be necessary for the Proverbs to provide this service, ALL details must be arranged a minimum of 30 days in advance. Additional compensation for Proverbs equipment rental & operation should also be provided to the Proverbs for supplying "concert production services" for other artists. List budgeted amount here: \$ _____. Please also attach complete "technical rider(s)" for ANY other artist(s) involved.

WORSHIP LEADING - The Proverbs do not normally lead congregational pre-concert worship music, so prefer that resident musicians cover this where applicable.

iv) **Staging:** An unobstructed level and solid stage area, approximately 20 ft wide x 12 ft deep is required for the Proverbs set-up (minimum size 12 ft wide x 8 ft deep) PLEASE clear platform or stage area of ALL unnecessary pulpits, tables, chairs or other furniture BEFORE the Proverbs arrival.

v) **Electrical Requirements:** Adequate electrical power is essential for any indoor or outdoor Proverbs concert event. The Proverbs require exclusive access to a minimum of 2-3 separate standard 120 volt -15 amp electrical outlets to power their sound, video & lighting equipment. For outdoor events any electrical extension cables over 100' must be a minimum of 12 gauge. 150' to 200' cable runs require 8-10 gauge power cables.

vi) **Cancellations:** 30 days notice shall be the MINIMUM required by either the Proverbs or any event promoter (signing below) to cancel this agreement. The Proverbs will make every reasonable effort to appear at this event. Should disaster, serious illness, death, accident, travel delays, or any other impediments affect the Proverbs expected arrival at this event, the Proverbs liability (at their sole option) shall be limited to offering a "mutually acceptable" replacement date, OR waiving Proverbs performance fees as stipulated above. Where the promoter or promoting organization provides less than 30 days notice of cancellation of this event, a "cancellation fee" of 30% of the honorarium stated above, shall be immediately payable to the Proverbs OR the promoter shall offer the Proverbs a "suitable/workable" re-schedule date. ("Good Faith" shall form the essence of this item.)

vii) **Other Special Requirements:** Please note any special additional requirements here (if more space required, attach and sign extra sheet):

DRIVING DIRECTIONS:

The Proverbs will use a GPS to navigate to your venue - if info such as your county, township or longitude/latitude co-ordinates are required, please include here.

If this is the Proverbs first visit to your venue - please attach Google or Mapquest directions - starting at: 184 McAndrews Road, Westport, (Twp. Rideau Lakes) ON K0G 1X0.

AUTHORIZED SIGNATURES:

We the undersigned, acknowledge receipt of a copy of this agreement, have read it, and will make every reasonable effort to abide by all terms and conditions as specified herein (on both pages 1 & 2):

THE PROVERBS David or Kathy Daw (authorized Proverbs signing agent)

Date

PROMOTER* Signature (Print organization name here)

Date

The Proverbs complete electronic press kit (including photos, posters, bio and other items) is available for download at this link:

www.theproverbs.com/promo-kit

You may also check the Proverbs Itinerary to verify that your event is listed at this link: www.theproverbs.com/itinerary

and/or at: www.facebook.com/theProverbs1

The Proverbs look forward to the prospect of serving you. For any question(s) pertaining to this agreement - please call 1-800-403-9755