**AGO 20?? National Convention**

Dates

Coordinator:

Coordinator Contact Info.

2100 Tanglewilde Street #63, Houston, Texas 77063

edwinholsworthago2016@gmail.com

***Date of Letter***

***Name***

***Venue Name***

***Venue Street Address***

***Venue City, State Zip Code***

***Dear ???***,

Thank you for your hospitality and willingness to share the facilities at [name of venue] for the 20?? American Guild of Organists National Convention. This letter is a follow-up to previous contacts made by email or telephone. The intent of this letter is to serve as a contractual agreement between your institution and the American Guild of Organists and to confirm the use of your facility for the following day(s) and time(s).

DATE: ***???***

TIME: ***???***

PROGRAM: ***???***

{n.b.: these are items, non-exhaustive, you can ask about or negotiate}

It is agreed that [name of venue]:

* Will cover all costs for security, sound/media, electricity, custodial staff and organ tunings/ maintenance for rehearsal and program times for the ??? .
* Will provide space to host the convention in a reception following the ??? [if applicable]
* Will provide up to ?? ushers for the ??? program. Ushers should be on-site by ??? a.m./p.m.
* Will promote the convention to its members and friends via its newsletter/eblasts/website/Twitter feed
* Will not schedule a liturgy or any other event during the allotted times of the convention programs.
* Will, for concert events (non-worship services), allow the convention to sell tickets on-site or off-site (electronic) or ask for suggested donations.

It is agreed that the AGO [City] National Convention:

* Will cover the costs for ??? musicians, ??? singers, and $??? toward ???.
* Will cover the $??? cost for rental of screens/projector and technician to ??? [if applicable]
* Will cover artist expenses by separate contract.
* Will provide a certificate of insurance upon request
* Will provide complimentary admission/seating to venue staff/leadership for concerts.

If this information is not consistent with your understanding of the agreement, please let us know as soon as possible. ***Please sign this letter and return it, via email, to ??? at ???@???.???.*** Please include any additional contracts required by your institution.

Sincerely,

***???, Facilities Chair***

***Street Address***

***City, State Zip Code***

Email address

Phone

AGO 20?? FACILITIES CONTRACT – PAGE TWO

AUTHORIZED SIGNATURES

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***Dr. David Henning, Director of Music and Parish Organist*** Date

***St. Martin’s Episcopal Church***

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***Executive Church Representative (list title)***  Date

***St. Martin’s Episcopal Church***

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***Dr. Rhonda Furr, Convention Coordinator***  Date

***American Guild of Organists***