

# 2017-2018 PacWest Performing Company Contract

\_\_\_\_\_ [“Dancer”] has been invited by Kelly Charlton [“Director”] to participate in the PacWest Performing Company (“Performing Company”). In exchange for the training and the opportunity to compete and perform as provided by the Performing Company, Dancer and his/her Guardian(s) agree to the following terms and conditions as indicated by their signatures below:

## Section I: Financial Commitments

1. Dancer and his/her Guardian(s)’ mandatory financial commitments shall include but are not limited to:

- A. Annual Recreational Registration Fee (nonrefundable)
- B. Monthly School Year Tuition (September through June)
- C. Summer Recreational Classes and Company Intensives – Intensive payment due 8/21/2017
- D. Self-Rehearsal and Private Lesson Fees – Ask about the Private Lesson Punch Card
- E. Competition Entry Fees (nonrefundable) – Due 9/9/2017, 10/10/2017, 11/10/2017
- F. PacWest Administrative Fees (nonrefundable)
- G. Entry Fees for Optional Competitions
- H. Performing Company Photo Shoot – Fees no longer payable to PacWest
- I. Purchased Costume Expenses (once ordered, nonrefundable) – Due 8/21/2017
- J. Self-Created Costume Expenses
- K. Accessory and Makeup Expenses
- L. Travel Expenses
- M. Performing Company Sweats and Earrings (once ordered, nonrefundable) – Due 7/10/2017
- N. Performing Company Showcase Tickets – On sale at both locations starting 12/4/2017
- O. Early Withdrawal Fee – New policy (dates) for 2017-2018

- A. Annual Recreational Registration Fee. Dancer/Guardian(s) will be required to pay the annual registration fee (\$30 for an individual, \$20 for additional family members) as a student of Pacific West Performing Arts. If September tuition is paid in full by June 7<sup>th</sup>, 2017, the school year registration fee will be waived.
- B. Monthly School Year Tuition (September through June). Dancer is required to participate in Pacific West Performing Arts recreational classes as well as Performing Company classes. Dancer’s Performing Company classes count toward the monthly tuition total, unless the number of dancers in a group is 5 or fewer (which would be billed as a private lesson). **Company classes continue to meet after the competition season has ended, and the full tuition amount remains the same.** It is important to continually challenge Performing Company dancers, so these classes are important. As the recreational classes work on cleaning established choreography the Company classes will be taking ‘convention style’ classes – quick combinations, introduction of new elements, etc. – or working on dance conditioning. Attendance is still important, and tuition remains the same. Tuition is due by the 1<sup>st</sup> of each month, September through June. A late fee of \$25 will be added to balances outstanding after the 10<sup>th</sup> of the month. **If you elect to pay 3+ months at a time to take advantage of the discount you will not receive notification when you are due to pay tuition again. You will be charged a late fee if tuition is not submitted on time.** If problems arise with payments the Director may remove dancer from the Performing Company.

We strongly encourage the auto-pay option. Auto-pay forms are shredded at the end of the school year so be sure to fill out a new form for 2017-2018.

- C. Summer Recreational Classes and Company Intensives. Company members must attend summer classes. Dancers auditioned at a particular ability level and that level must not only be maintained but also improved upon. This enables choreography to be set during intensives, rather than using those days to reteach skills and recondition the muscles. The exact prerequisite classes were listed with the pre-audition information. See also Section II, Part 1, item C. **The Company intensives will be held the week after summer classes have ended, August 21<sup>st</sup> – 25<sup>th</sup>, 2017.** Intensives are \$20 per hour and range from three to five hours depending on the needs of the choreographer. The intensive schedule was included in the pre-audition information. Choreography has a great deal to do with seeing the dancers together and working in the moment. **Therefore, if a dancer cannot attend the intensives they cannot be part of the group. A solo is always an option. Please speak to the Director if you have questions.**
- D. Self-Rehearsal and Private Lesson Fees. If Dancer has been invited to participate in a solo, duo or trio, the **parent/guardian will need to schedule private lessons** throughout the summer and throughout the fall/winter. Private Lessons are also suggested for dancers who may not be fulfilling their Performing Company or recreational prerequisites, need additional rehearsal time with Performing Company group choreography, or need extra technical help with ballet, turns, general conditioning, etc. Lessons for solos/duos/trios are scheduled weekly. Lessons that are scheduled every other week have not shown to be successful.

### **2017-2018 Private Lesson Prices**

120 minute private lesson:	\$97
105 minute private lesson:	\$87
90 minute private lesson:	\$77
75 minute private lesson:	\$67
60 minute private lesson:	\$57
45 minute private lesson:	\$47
30 minute private lesson:	\$37

60 minute self-rehearsal studio rental fee for Performing Company dancers is \$23

45 minute self-rehearsal studio rental fee for Performing Company dancers is \$20

30 minute self-rehearsal studio rental fee for Performing Company dancers is \$17

A Private Lesson Confirmation email is sent weekly. Please check for your dancer's name on this email and contact the front desk if the information is not correct. **This email is the confirmation of the appointment.**

Private lesson payment or rental fee is to be submitted prior to or at the time of the lesson, or cumulatively at the end of the month via auto-pay. The 10-day grace period allowed for tuition does not apply to private lesson payment. **Private lesson fees paid after the 1<sup>st</sup> of the month will be charged a late fee of \$25.** This is so choreographers may be paid by the 1<sup>st</sup>.

**Cancellations must be made via email or phone call during studio business hours, and must occur 24 hours in advance to avoid being charged for the private lesson.** Cancellations may not

be made via private message to the teacher, though you may do that in addition to contacting the front desk if you wish. Ask about the Private Lesson Punch Card.

- E. Competition Entry Fees (nonrefundable). The Performing Company will attend 3 required competitions. **This means that all groups and all solos/duos/trios are required to participate.** The competition companies require entry fees so dancers may participate. Each competition has its own entry fee payment scale based on their reputation, the reputation of the judges, the kind of trophies they use, the venue they rent, etc. Pacific West Performing Arts does not have anything to do with the amount asked by the competition company. Entry fees are approximately \$55 per dancer per group, \$65 per dancer for duos/trios, and \$110 for solos. Again, this will vary depending on the competition. Pacific West Performing Arts then submits a lump sum payment to the competition. Our registration must occur many months prior to the competition so we are not turned away due to it selling out. Entry Fees will be due in September, October, and November. **The Director will not enter Dancer into the competition until the invoice is paid.** Prompt payment will ensure your dancer may participate, and the dance will not need to be re-choreographed. **\*If Dancer/guardian elects to participate in an optional competition, please notify Director AND the front desk via email a full 3 months before the competition date. A list of optional competitions will be posted at both locations in September.**
- F. PacWest Administrative Fees (nonrefundable). A PacWest administrative fee of \$7 will be charged for each competition dance registered. This will be included on your Entry Fee Invoice. This fee is used to pay choreographers to attend the three required competitions.
- G. Entry Fees for Optional Competitions. If your dancer would like to attend a competition other than our three mandatory competitions please contact an administrative assistant **AND** the Director at least three months before the event date. The standard competition entry fees and admin fees will be applicable, as well as the possible required convention fees and observer fees. (These extra fees are often why PacWest does not attend certain competitions. When selecting an optional competition please read through their website fully so you are prepared for any extra fees.) An additional administrative fee of \$50 will be applied to your invoice if registration is done through PacWest. Performing Company choreographers are not required to attend optional competitions.
- H. Performing Company Photo Shoot. The Performing Company has our own photo shoot **December 16<sup>th</sup> and December 17<sup>th</sup>, 2017, at the Lake Stevens location.** (Costumes need to be ordered before September for this reason.) Fees are to be paid directly to FOTOS. If you opt for the “digital package” your dancer will have three different individual poses plus the group pose. **If dancer does not attend the Company photo shoot he/she may not reschedule the shoot for June.**
- I. Purchased Costume Expenses. Performing Company group costumes are selected by the choreographers and approved by the Director. Group costume prices will be as close to recreational costume prices as possible (approximately \$68 + tax). Solos/Duos/Trios may look through the costume books to find costume options, but final approval lies with the choreographer and the Director. **To ensure communication is clear regarding costumes we ask that Guardians fill out a Performing Company Costume Form. Please submit all costume payments by August 21<sup>st</sup>, 2017.**
- J. Self-Created Costume Expenses. There are some dances that look better when dancers are wearing various styles but similar colors or a similar theme. The Director and choreographer will offer

specifics and examples of what the concept is, but Dancer/Guardian will be responsible for putting together Dancer's outfit and any expenses associated with it. Please keep in mind that outfits must be functional. Dancer must be able to move appropriately without the audience being distracted by the costume or what it reveals. All costume pieces must be purchased by the time of the **Company Photo Shoot (December 16<sup>th</sup> and 17<sup>th</sup>, 2017)**. Please keep all receipts and don't remove tags until the choreographer approves the items.

- K. **Accessory and Makeup Expenses.** Dancer is expected to wear full stage makeup when performing. Choreographers will decide on the lip color, hairstyle, tights and footwear. This information will be found in the Performing Company Costume Binder at the front desk. Dancer/Guardian(s) is responsible for purchasing makeup, tights, footwear, and supportive undergarments appropriate for their needs. All pieces must be purchased in time for the Performing Company Photo Shoot.
- L. **Travel Expenses.** Regional competitions are most often held at Highline High School in Burien or Foster High School in Tukwila. Dancer/Guardian(s) are responsible for transportation to and from the events. Dancer/Guardian(s) will be responsible for securing hotel accommodations though it is not required. Sometimes room rates are discounted if you say you are with a particular competition. Competitions typically begin at 7:00am and end at 10:00pm, so many competitors elect to spend the night close to the venue. However, if Dancer and Guardian(s) prepare the night before and leave early enough a hotel is not necessary. Be sure to reserve accommodations many months in advance. This is to be done individually. PacWest is not part of this process and is not liable for issues that may arise when Company members share rooms.
- M. **Performing Company Sweats and Earrings.** Competitions require that competitors wear a jacket that shows the studio they are affiliated with. Pins are given out at the competitions and dancers display these pins on their jacket. Performing Company jackets are personalized with the dancer's name. **The 2017-2018 Performing Company Jacket will be \$82.00 + tax for girls and \$120.00 + tax for women.** The price is due to the number of rhinestones. If you wish you may purchase pants as well but it is not required. Our jacket is black velour with the Performing Company logo in rhinestones and dancer's name in embroidery. Performing Company guardians may order sweats as well. Performance Earrings are available in pierced and clip-on, and are \$15.00 + tax. **Sweats and Earrings order forms will be due July 10<sup>th</sup>, 2017.** Sample sizes of the sweats will be available in Snohomish.
- N. **Performing Company Showcase Tickets.** The Performing Company **Showcase and dress rehearsal will occur on Saturday, January 27<sup>th</sup>, 2018.** All Performing Company dances and dancers are required to participate in this show. Company dances will not necessarily appear in the June recitals unless specifically requested to do so by the Director. Ticket prices for the Company Showcase will be **\$22 kids/seniors and \$24 adults.**
- O. **Early Withdrawal Fee.** Choreographers spend significant time on choreography and formations to create their best dance. If a dancer withdraws from the Performing Company the choreographer will again need to spend significant time trying to rework the dance. To pay choreographers for this time a **\$100 fee will be assessed for each non-solo dance that a dancer withdraws from between August 7<sup>th</sup>, 2017 and the date of our last competition or our June recital, depending on the last time the dance will be performed.**

2. Once the commitment is made by Dancer and his/her Guardian(s) to participate in the upcoming season Dancer must remain in the Performing Company until the end of our school year. Competition, costume, and accessory fees must be paid in full regardless of injury, illness, or vacations. **There are no refunds or credits for these fees.** Competition fees, once paid, are also nonrefundable, as we do not receive a refund from the competition companies.
3. Dancer and his/her Guardian(s) expressly understand that in the event any of the above fees are not paid when due, Dancer may be removed from the Performing Company at the sole discretion of the Director.

## **Section II: Time Commitments**

1. Dancer and his/her Guardian(s)' time commitments shall include but are not limited to:
  - A. Company Classes
  - B. Non-Studio and/or In-Studio Self-Rehearsals
  - C. Recreational Classes in the Summer and School Year
  - D. Self-Created Costumes
  - E. Three Mandatory Competitions
  - F. Summer Recreational Classes and Company Intensives
- A. Company Classes. Dancer is required to attend all Company classes though injuries and illnesses certainly will happen. Please call ahead and let an administrative assistant know if your dancer will be missing a class. Missing multiple Company classes within a season alerts the Director that a meeting may need to take place with Dancer's Guardian(s) to address the absenteeism. This will be handled on a case-by-case basis. Please know that the classes where choreography is being taught (September through December), and classes prior to a competition are incredibly important to attend. Not only does absenteeism affect technique, but also the way Performing Company dancers are viewed by peers. It is also very difficult for the choreographer to see formations. **Please contact the front desk when an absence is unavoidable. The message will be given to the instructor. Private lessons may be needed but are not a reliable solution.**
- B. Non-Studio and/or In-Studio Self-Rehearsals. Dancer is required to rehearse outside the studio so that Performing Company class time is not primarily used for relearning. (Reviewing movement via 'marking' and listening to the music is incredibly valuable. Students don't always need to dance full out when rehearsing. Therefore all dancers have the ability to rehearse at home regardless of the space available.) Dancer may ask to rent an empty studio when it is available. Performing Company members may rent a studio during normal business hours. These rentals may be applied to Dancer's Private Lesson Punch Card.
- C. Recreational Classes in the Summer and School Year. Dancer is required to attend prerequisite recreational classes in order to be part of the Performing Company. These recreational classes focus on technical training. Performing Company classes focus on choreography and performance, and therefore are not technique classes. The required recreational classes are also listed under the group name in the pre-audition information.

If participating in a Jazz Group: Dancer is required to take recreational Jazz class, the Performing Company class, and Ballet or Ballet Conditioning one time per week. Ballet/Jazz will fulfill one of the recreational requirements.

If participating in a Lyrical Group: Dancer is required to take recreational Jazz class, the Performing Company class, and Ballet or Ballet Conditioning one time per week. Recreational Lyrical class is recommended but not required.

If participating in a Contemporary Group: Dancer is required to take recreational Contemporary class, the Performing Company class, and Ballet or Ballet Conditioning one time per week.

If participating in a Hip Hop Group: Dancer is required to take recreational Hip Hop class and the Performing Company class; Ballet and Jazz are encouraged. (Ballet is a prerequisite for Jazz regardless of Performing Company participation.)

If participating in a Tap Group: Dancer is required to take recreational Tap class and the Performing Company class, and either Jazz or Hip Hop; Ballet is encouraged. (Ballet is a prerequisite for Jazz regardless of Performing Company participation.)

If participating in a solo/duo/trio: Dancer is required to take the recreational classes associated with the genre of the solo/duo/trio as they are listed for the groups.

**All required recreational classes must be taken at PacWest.** Dancers who seek training elsewhere are welcome to participate in PacWest recreational classes but are not a good fit for the Performing Company.

- D. Self-Created Costumes. Purchasing self-created costumes requires taking the time to shop and finding the outfit that suits the needs of both Dancer and choreographer. Hold on to receipts until the costume has been approved by the choreographer. If you'd like help in putting together a self-created costume, notify the Director. All items must be purchased by the Performing Company Photo Shoot.
- E. Three Mandatory Competitions. The Performing Company, including all solos, duos, trios, and groups, will attend three mandatory competitions. For the 2017-2018 season we will attend Thunderstruck, Encore, and Spotlight 3. If Dancer is unable to attend a mandatory competition or the Performing Company class held immediately prior to the competition the Director holds the right to remove Dancer from group choreography for that competition or the remainder of the season. This will be taken on a case-by-case basis. **Dancer is required to arrive at competitions two hours before the scheduled performance time, or when the venue opens, and is required to stay until their awards ceremony.** Groups who collectively want to participate in a non-required competition must let the Director know via email three months before the competition. **PLEASE READ THE PACWEST EMAILS SENT PRIOR TO A COMPETITION. IF A COMPETITION IS UTILIZING BOTH FOSTER AND HIGHLINE WE WILL TELL YOU WHICH VENUE TO GO TO.**
- F. Summer Recreational Classes and Company Intensives. Dancers auditioned at a particular ability level and that level must not only be maintained but also improved upon. This enables choreography to be set during intensives, rather than using those days to reteach skills and

recondition the muscles. Company members' recreational classes should correspond to the Company dances they have been invited to participate in. **The Company intensives will be held August 21<sup>st</sup> - 25<sup>th</sup>, 2017 in Lake Stevens.** Dancers who cannot attend the Intensives cannot be part of a group.

### **Section III: General Rules**

1. Dancer and Dancer's Guardian(s) must abide by the following rules:
  - A. Dancer must be registered for the required recreational classes as previously stated. All other recreational classes are optional but highly encouraged. Dancers become better when they strive to be well-rounded.
  - B. Dancer will come to recreational class and Performing Company class **on time, rested, fed, and ready to work.** If Dancer is injured or ill and cannot attend recreational class or Performing Company class, a call must be placed to the front desk prior to the missed class. Since choreography is learned and perfected September through December it is vital that Dancer attend Performing Company classes unless very ill. It is suggested that Dancer attempt to observe class if possible.
  - C. **Dancer must abide by and strictly uphold Pacific West Performing Arts dress code so as to be a positive example to other Performing Company members and Pacific West Performing Arts recreational students.** This includes proper ballet attire and hair, boy shorts that fit properly, and no exposed midriffs. Please wear tights if lose fitting shorts are worn.
  - D. Dancer and his/her Guardian(s) must exhibit exemplary behavior toward others when at Pacific West Performing Arts and when representing Pacific West Performing Arts or the Performing Company at outside performances. This includes showing respect toward Pacific West Performing Arts parents/guardians, dancers, guests, fellow members of the Performing Company, Pacific West Performing Arts staff, and the dancers and parents of other studios. Behavior considered to be inappropriate should be brought to the attention of the Director for immediate action. The Director reserves the right to suspend or terminate Dancer's current and/or future Performing Company involvement, or Pacific West Performing Arts recreational program involvement.
  - E. Any involvement in illegal activity by Dancer will result in immediate removal from the Performing Company and the Pacific West Performing Arts recreational program at the discretion of the Director.
  - F. Dancer must maintain a positive attitude and perform at the top level of his/her ability in all recreational classes, Performing Company classes, performances, and competitions. This was the initial reason Dancer was invited to be a Performing Company member, so maintaining this standard maintains the artistic integrity of the Performing Company.
  - G. To participate in the 2017-2018 season, Dancer or his/her Guardian(s) must inform the Director of the specific groups and solo/duo/trios that are of interest. Participation in the previous season does not necessarily guarantee an invitation to the Performing Company the following year. All invitations are made solely by the Director.

#### **Section IV: Release, Consent, and Transfer of Rights**

Dancer and Dancer's Guardian(s) understand that Performing Company dancers may be photographed or videotaped from time to time in rehearsals, performances, or competitions. As further consideration to the Performing Company and Pacific West Performing Arts for providing training and the opportunity to compete, Dancer and his/her guardians hereby expressly consent, release and transfer to Pacific West Performing Arts, in advance, any and all rights to said photographs and/or videotaping of Dancer in such rehearsals, performances, and/or competitions. Consistent with the above consent, Dancer and his/her Guardian(s) understand that the Performing Company and Pacific West Performing Arts may use such photographs or videos for promotional purposes of the Performing Company or Pacific West Performing Arts. Dancer and Dancer's Guardian(s) understand that such assignment shall survive the termination of the agreement.

Please keep this on hand to refer to as needed throughout the year.

# 2017-2018 Performing Company Contract Agreement

**This page is due on July 10<sup>th</sup>, 2017 along with sweats and earrings payment.**

Performing Company Dancer's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

***Please initial the following:***

I understand that this training is difficult and makes great demands on myself/my child/my family. \_\_\_\_

I understand the financial commitments outlined in Section I. \_\_\_\_

I understand the time commitments as outlined in Section II. \_\_\_\_

I understand the general rules as outlined in Section III. \_\_\_\_

I understand the Release, Consent, and Transfer of Rights as outlined in section IV. \_\_\_\_

I understand that no amount of supervision, training, or safety precautions can completely protect me/my child from injury. \_\_\_\_

***On the back please list the solos/duos/trios and groups your child will be participating in. Also list the solos/duos/trios and groups your child was invited to but will NOT be participating in.***

***Checklist:***

- ✓ List of participating and not-participating dances written on back
- ✓ Jacket/Sweats and Performance Earrings payment and order form submitted
- ✓ Summer class prerequisites are correct
- ✓ School year class prerequisites are correct
- ✓ Intensives schedule, payment due date, and location is understood

Dancer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_