Form Name: Submission Time: Browser: IP Address: Unique ID: Location: Visit Broken Arrow Post Event Summary August 6, 2025 12:11 pm Safari 16.6.1 / OS X 68.0.92.154 1368712410 36.0432, -95.8072

# **EVENT INFORMATION**

Name of Sponsoring Organization	ArtsOK, The Regional Arts Alliance of Broken Arrow
Event Organizer's Name	Janie Green
Event Organizer's Email	thomasgrafix@cox.net
Name of Event	Tuesdays in the Park
Event Date	Jun 17, 2025
Estimated Event Attendance	500-600 each week
Describe the method used to estimate attendance. If a private group was utilized to collect date through surveys or other methods, include their information.	This is based on viewing the crowds.
Describe the advertising utilized in the promotion of the event. If funds provided for advertising, please attach receipt/invoice copies	Sponsor banner up entire time on park bridge. Posters in local stores. Facebook posts on concert facebook page plus ArtsOK page. Calendar listing on regional options.
Describe any press or media coverage about the event. Include press/media outlet and description of coverage	Tulsa World listed time, location and bands playing one week prior to season set to start. RSU Radio brought raffle items and giveaways to the 6/17 concert. Press release had been sent to all regional news outlets, so may have been more. Postponement of two shows prevented two radio station remote broadcasts.
EVENT SUMMARY	
Attendance	Fair
Marketing of Event	Good
Organization of Event	Good
Planning of Event	Good
Entertainment (if applicable)	Excellent
Execution of Event	Good

HOTEL	<b>INFORM</b>	IATION
HUIEL	IIVEURIV	IAIIUN

HOTEL IN ORMATION	
Broken Arrow Hotel(s) utilized for event	Best Western
Total Number of Paid Rooms For Event	None we can confirm, but we did have out of town attendees
Approximate Number of Local Attendees For Event	500-600 per week, 20,000-25,000 for entire four weeks,
Broken Arrow Hotel Room Block 1	Best Western
Number of Paid Room Nights (Room Block 1)	None we can confirm, but we did have out of town attendees
Room Rate Per Room For Room Block 1	0
Please provide the Group Booking Code utilized for the hotel room block at this hotel property for your event	0
Persons Per Room For Room Block 1	1
Name of contact at lodging property that provided information (Room Block 1)	0
EVENT COSTS	
Event Space Rental Cost	\$2,405
Approximate Food and Beverage Cost For Event	0
Approximate Audio/Visual Cost For Event	\$6,400
Approximate Security Cost For Event	\$600
Other Event Cost	Publicity posters & banners. Portable toilets. Raffle tickets for additional income on-site

# **RECEIPTS**

IRS W-9 Form	https://www.formstack.com/admin/download/file/18339838323
Invoice for amount awarded for reimbursement	https://www.formstack.com/admin/download/file/18339838344
Financial Summary including expenses associated with sponsorship funding awarded	https://www.formstack.com/admin/download/file/18339838356
Detailed paid hotel room pickup report including the room nights generated and which Broken Arrow hotels utilized	https://www.formstack.com/admin/download/file/18339838364
Examples and expenses generated in marketing the event inside and outside of Broken Arrow	https://www.formstack.com/admin/download/file/18339838392
Receipt 1	https://www.formstack.com/admin/download/file/18339838405
Receipt 2	https://www.formstack.com/admin/download/file/18339838406
Receipt 3	https://www.formstack.com/admin/download/file/18339838407
Receipt 4	https://www.formstack.com/admin/download/file/18339838417

# Form W-9

(Rev. October 2018) Department of the Treasury Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	<ol> <li>Name (as shown on your income tax return). N ARTSOK INC.</li> </ol>	lame is required on this I	ine; do not leave this line blank	κ.										
	2 Business name/disregarded entity name, if diff	ferent from above										_		
on page 3.	<ol> <li>Check appropriate box for federal tax classific following seven boxes,</li> </ol>	ation of the person whos	e name is entered on line 1. C	heck only	one	of the	cert	xempt ain en ructior	tities	, not	indi	vidua		
o L		poration S Corpo	ration Partnership	☐ Tru	ıst/e	state	IIISU	uction	13 01	ı payı	c 0).			
Sus.	single-member LLC						Exe	npt pa	yee	code	(if a	ny)_		
r ty	Limited liability company. Enter the tax class													
Print or type. See Specific Instructions	Note: Check the appropriate box in the line LLC if the LLC is classified as a single-merr another LLC that is not disregarded from the is disregarded from the owner should check	nber LLC that is disregard ne owner for U.S. federal	ded from the owner unless the tax purposes. Otherwise, a sin	owner of t	he L	LC is	200	nptior e (if ar		m FA7	ГСА	repo	orting	
ecif	✓ Other (see instructions) ▶		IT CORPORATION				(Appli	es to acc	ounts	maintai	ined o	utside	the U.	S.)
S	5 Address (number, street, and apt. or suite no.)			Request	er's	name	and ad	dress	(opt	ional)	)			
See	302 S MAIN ST													
	6 City, state, and ZIP code			1										
	BROKEN ARROW, OK 74012													
	7 List account number(s) here (optional)													
Part					•									
Enter y	our TIN in the appropriate box. The TIN pro withholding. For individuals, this is general	vided must match the ly your social security	name given on line 1 to av	void [ fora [	Soc	cial se	curity	numb	er	-	_	_		
residen	t alien, sole proprietor, or disregarded entity	y, see the instructions	for Part I, later. For other				-			-				
entities TIN, lat	, it is your employer identification number (E	EIN). If you do not hav	e a number, see How to ge							L				
ALTERNATION CONTRACTOR	f the account is in more than one name, see	the instructions for li	ne 1 Also see What Name	-	or Em	ployer	ident	fication	n n	umbe	er		$\neg$	
Numbe	r To Give the Requester for guidelines on w	hose number to enter		and [		pioye.		П	1	T		- 1	$\dashv$	
					3	1	- 1	6	5	7	9	7	1	
Part	III Certification	Y	***											-
	penalties of perjury, I certify that:													- 8
1. The r	number shown on this form is my correct ta	xpayer identification r	number (or I am waiting for	a number	r to	be iss	ued t	o me)	; an	id				
Servi	not subject to backup withholding because ce (IRS) that I am subject to backup withho nger subject to backup withholding; and	: (a) I am exempt from Iding as a result of a f	i backup withholding, or (b ailure to report all interest o	) I have no or dividen	ot b	oeen n or (c)	otified the IF	l by t RS ha	ne li s no	ntern	al F d m	Reve e tha	nue at I a	m
3. I am	a U.S. citizen or other U.S. person (defined	below); and												
4. The F	FATCA code(s) entered on this form (if any) i	ndicating that I am ex	empt from FATCA reportin	ng is corre	ect.									
you hav acquisit	ation instructions. You must cross out item 2 e failed to report all interest and dividends on ion or abandonment of secured property, can an interest and dividends, you are not required	your tax return. For rea	al estate transactions, item 2 butions to an individual retir	does not ement arr	app	oly. Fo	r mor	gage and	inte gene	rest p erallv	oaid . pa	l, vme	nts	ise
Sign	Signature of	17/.			1	1/2	10	0	2	,				_
Here	U.S. person	Allem	The second secon	Date ►	•	/	1-	02				<u> </u>	WeW	
	eral Instructions references are to the Internal Revenue Cod	e unless otherwise	• Form 1099-DIV (div funds)											
noted.			<ul> <li>Form 1099-MISC ( proceeds)</li> </ul>	various ty	/pes	s of in	come	, prize	es, a	ward	ds, o	or gr	oss	
related t	<b>developments</b> . For the latest information al to Form W-9 and its instructions, such as le by were published, go to <i>www.irs.gov/Form</i> l	gislation enacted	<ul> <li>Form 1099-B (stoc transactions by brok</li> </ul>	ers)							er			
	20-20-12-mir		• Form 1099-S (proc							J		20		
5-	ose of Form		• Form 1099-K (merc											
informat	idual or entity (Form W-9 requester) who is ion return with the IRS must obtain your co	rrect taxpayer	<ul> <li>Form 1098 (home r 1098-T (tuition)</li> </ul>			erest),	1098	-E (st	ude	nt Io	an i	nter	est),	
	ation number (TIN) which may be your socia ndividual taxpayer identification number (ITI		• Form 1099-C (cand							1	5505850			
taxpaye	r identification number (ATIN), or employer i	dentification number	• Form 1099-A (acqu											
amount	report on an information return the amount reportable on an information return. Examp nclude, but are not limited to, the following.	les of information	Use Form W-9 only alien), to provide you	ir correct	TIN	l.								
	1099-INT (interest earned or paid)		If you do not returr be subject to backup											

later.

EXPENSE		
The Holdouts	\$2,200	
Home Skillet	\$1,500	
Rendevoux	\$1,500	
Paul Holt Band	\$1,500	
	, ,	
Construction Portables \$ 350	\$350	requested invoice
Blake's AV	\$6,400	
BAPD off-duty security \$ 600	\$600	
city \$ 2405	\$2,405	City + stage
		, ,
POSTER PRINTING-ROYAL for 40	\$70	
Quality Signs & Banners 32 x 222 \$228	228	
Raffle Ticket rolls	21.84	
Children's art activities -Arts@302	1000	\$250 each week
TOTAL EXPENSE	\$17,775	
INCOME		
McGraw Realtors	1,500	
Metronet	1,500	
Tastee Treat	1,000	
Oklahoma Central Credit Union	2,500	
Molded Products	1,000	
Jennifer Deal	500	
Civitans	352	
Stu-B-Que	200	
KettleMasters	284	
WTF Chicken & Waffles	251	
Nothing Bundt Cakes (3 days)	65	
V'Fresco (one day)	30	
Raffle	1,441	
TOTAL INCOME	10,623	
Visit Broken Arrow grant	10,000	provided after review August 12

No publicity or marketing expense incurred.



**Blake's AV Solutions** 441 East Latimer Court Tulsa, Oklahoma 74106 United States

BILL TO ARTSOK

thomasgrafix@cox.net

**Invoice Number:** 84

Invoice Date: June 17, 2025

Payment Due: July 1, 2025

Amount Due (USD): \$1,600.00

Items	Quantity	Price	Amount
Audio Rental	1	\$1,600.00	\$1,600.00
		Total:	\$1,600.00
		Amount Due (USD):	\$1,600.00



**Blake's AV Solutions** 441 East Latimer Court Tulsa, Oklahoma 74106 United States

BILL TO ARTSOK

thomasgrafix@cox.net

**Invoice Number: 85** 

Invoice Date: June 24, 2025

Payment Due: July 1, 2025

Amount Due (USD): \$1,600.00

Items	Quantity	Price	Amount
Audio Rental	1	\$1,600.00	\$1,600.00
		Total:	\$1,600.00
		Amount Due (USD):	\$1,600.00



**Blake's AV Solutions** 441 East Latimer Court Tulsa, Oklahoma 74106 United States

BILL TO ARTSOK

thomasgrafix@cox.net

**Invoice Number: 86** 

Invoice Date: July 1, 2025
Payment Due: July 1, 2025

Amount Due (USD): \$1,600.00

Items	Quantity	Price	Amount
Audio Rental	1	\$1,600.00	\$1,600.00
		Total:	\$1,600.00
		Amount Due (USD):	\$1,600.00



**Blake's AV Solutions** 441 East Latimer Court Tulsa, Oklahoma 74106 United States

BILL TO ARTSOK

thomasgrafix@cox.net

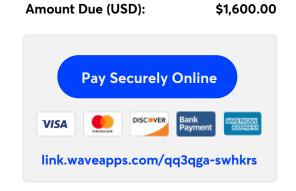
**Invoice Number: 89** 

Invoice Date: July 8, 2025 Payment Due: July 8, 2025

Amount Due (USD): \$1,600.00

Pay Securely Online

Items	Quantity	Price	Amount
Audio Rental	1	\$1,600.00	\$1,600.00
		Total:	\$1,600.00





CUSTOMER	INVOICE DATE	INVOICE	NUMBER	AMOUNT	PAID DUE DATE	INV	DICE TOTAL DUE
ARTSOK, THE REGIONAL ARTS ALLIANCE OF	07/10/2025	41	870		\$0.00 <b>08/10/2025</b>		\$405.00
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
SPECIAL EVENTS - OTHER EVENT CHARGES SPECIAL EVENTS - PERMIT	1.00	\$25.000000	EACH	\$25.00	\$0.00	\$0.00	\$25.00
SPECIAL EVENTS - STREET DEPARTMENT ROAD CLOSURES/BARRICADES	1.00	\$50.000000	EACH	\$50.00	\$0.00	\$0.00	\$50.00
SPECIAL EVENTS - OTHER EVENT CHARGES BUILDING MAINTENANCE	1.00	\$300.000000	EACH	\$300.00	\$0.00	\$0.00	\$300.00
SPECIAL EVENTS - OTHER EVENT CHARGES EVENT MERCHANT/VENDOR PERMIT	1.00	\$30.000000	EACH	\$30.00	\$0.00	\$0.00	\$30.00
				Invoid	ce Total:		\$405.00

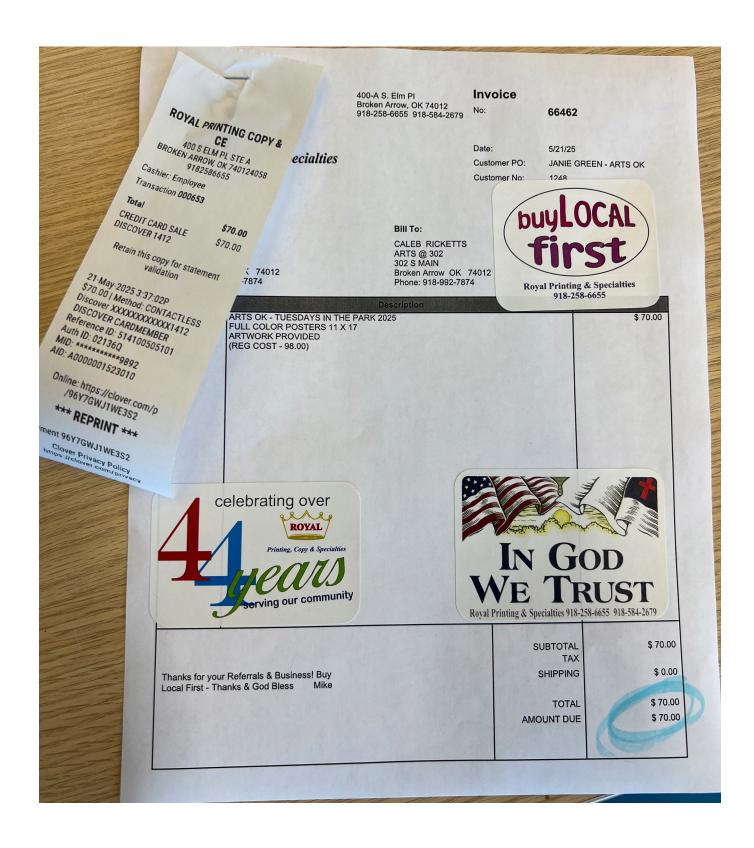
Tuesdays in the Park, Central Park, 6/3,10,17,24 7/1,8/25



# Invoice Date 07/10/2025 Invoice Number 41870 Customer Number 37024 Amount Paid Due Date 08/10/2025 Invoice Total Due \$405.00

REMIT TO: CITY OF BROKEN ARROW
P.O. BOX 610
BROKEN ARROW, OK 74013

ARTSOK, THE REGIONAL ARTS
ALLIANCE OF BROKEN ARROW
GREEN, JANE
21911 E 69th St S
Broken Arrow, OK 74014



### **QUALITY SIGNS & BANNERS**

9718 S 232nd East Ave Broken Arrow, OK 74014 US +19182512100 Qualitysignsba@gmail.com www.qualitysigns&banners.com

> BILL TO **ARTSOK**



**Invoice** 

INVOICE # 123016B DATE 05/29/2025 **TOTAL DUE** \$228.00

**DUE DATE** 05/29/2025 TERMS Due on receipt

QTY

**ENCLOSED** 

DATE

ACTIVITY

DESCRIPTION

RATE

**AMOUNT** 228.00T

Banner Thanks for your business! We accept Cash, Check, ACH. All

major credit cards accepted for an additional fee of 3.25%. Mail

payments to 9718 S. 232nd E. Ave. Broken Arrow, OK 74014

Banner / Vinyl Lettering 32x222

SUBTOTAL TAX TOTAL

**BALANCE DUE** 

228.00

228.00 0.00 228.00

\$228.00

:Paid CK 1015 Thomas Graphics by Janie Green 5/29/25

### amazon.com

### Final Details for Order #113-3020163-1571442

Print this page for your records.

Order Placed: May 19, 2025

Amazon.com order number: 113-3020163-1571442

Order Total: \$10.92

### Shipped on May 21, 2025

Items Ordered Price

1 of: Methdic 2" x 2" 2000 Raffle Tickets Double Roll for Events, Entry, Class Reward, Fundraiser & Prizes Tickets Sold by: Methdic Direct (seller profile)

Supplied by: Methdic Direct (seller profile)

Condition: New

### **Shipping Address:**

Michael Green 21911 E 69TH ST S BROKEN ARROW, OK 74014-6608 United States

### **Shipping Speed:**

Amazon Day Delivery

### **Payment information**

Payment Method:Item(s) Subtotal:\$9.99Amazon Visa ending in 3885Shipping & Handling:\$0.00

Get 5% back, and additional rewards on select items

charged to this card Total before tax: \$9.99
Estimated tax to be collected: \$0.93

Billing address

Michael K. GREEN

Grand Total: \$10.92

21911 E 69TH ST S

BROKEN ARROW, OK 74014-6608

United States

United States

Credit Card transactions Visa ending in 3885: May 21, 2025: \$10.92

To view the status of your order, return to Order Summary.

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Back to top

**United States** 

nalish

Hel

\$9.99

## amazon.com Details for Order #113-2535718-0157847 Print this page for your records. Order Placed: June 1, 2025 Amazon.com order number: 113-2535718-0157847 Order Total: \$10.92 **Not Yet Shipped** Price **Items Ordered** 1 of: LKXSPLABE Fluorescence Raffle Tickets Double Roll 2000 Tickets Neon Green 50/50 Tickets for Events, Entry, Class Reward, \$9.99 Fundraiser & Prizes Sold by: LBSOFLKX (seller profile) Supplied by: Other Condition: New **Shipping Address:** Michael Green 21911 E 69TH ST S **BROKEN ARROW, OK 74014-6608** United States Shipping Speed: FREE Prime Delivery **Payment information** Item(s) Subtotal: \$9.99 Payment Method: Shipping & Handling: \$0.00 Amazon Visa ending in 3885 Earns 5% back \$9.99 Total before tax: Estimated tax to be collected: \$0.93 **Billing address** Michael K. GREEN **Grand Total:** \$10.92 21911 E 69TH ST S **BROKEN ARROW, OK 74014-6608 United States** To view the status of your order, return to Order Summary. Conditions of Use | Privacy Notice © 1996-2025, Amazon.com, Inc. or its affiliates Back to top

English

**United States** 

Help

# PERFORMANCE AGREEMENT

THIS AGREEMENT entered into on this 14<sup>th</sup> day of March, 2025 BETWEEN Janie Green of Broken Arrow's Tuesdays in the Park/ARTSOK (the "Client") -AND- THE HOLDOUTS ("The Performer"), a professional live music entertainment group and AGREE TO THE FOLLOWING:

1. <u>Business Address of the Performer.</u> Any payments should be made payable to and sent to:

Weston Horn - 3908 South Rolling Oaks Drive - Tulsa, OK – 74107 / Phone: (918) 852-4466

Online Payments to Venmo: @Weston-Horn or CashApp: \$WestonHornMusic

2. Business Address of the Client

Name: Janie Green Phone: 918.629.0525
Address: \_\_21911 E69th St. S, BA OK 74014 Email: thomasgrafix@cox.net

**3. Venue.** (*The place of performance*)

Name: Tuesdays in the Park Phone: 918.629.0525

Address: Central Park – Broken Arrow Email: thomasgrafix@cox.net

**4. Date and Time of Performance** (the "Performance")

Date	Set Time/s	Load In	Sound Check	Comments
6/17/2025	7:00-8:45 PM	5:30 PM	6:00 PM	

**5.** Payment. In full consideration for all services rendered by the Performer, the Client agrees to pay a fixed fee of \$2200.00 with a deposit of 50% of the total fee due within (7) days of signing this Agreement. The final balance is due the day of the performance.

### 6. Cancellation.

<u>Performer Cancellation</u>: In the unlikely event the Performer needs to cancel, every effort will be made to reschedule date at no additional cost or refer comparable talent. The Performer reserves the right to cancel this Agreement without obligation, upon written notice to the Client at least (14) days prior to the Performance and the deposit will be promptly refunded. In addition, in the event of sickness or accident affected any member of the Performer, Performer will be excused from performance and any payments previously made will be refunded to Client.

<u>Client Cancellation:</u> In the event the Client cancels the Performance with written notice to the Performer in 14 or more days prior to the performance deposit will be refunded if/when an alternative comparable event is booked on that date, otherwise the deposit will be forfeited. If the Client cancels Performance with less than 14 days prior to Performance, Client will not be refunded the deposit. If the Client cancels within (24) hours of the Performance, the full payment will be due at that time.

- 7. Stage, Sound and Lighting System. Client will be responsible for providing a minimum 16' x 24' stage/performance area, electricity, sound, and lighting systems with a light technician and sound engineer as required. For outdoor performances, every attempt should be made to mitigate excessive heat, including covered/shaded performance area. Client will provide reserved parking area for Performer's vehicles. Client will abide by the Technical Rider and/or Stage Plot as provided.
- **8.** <u>Performance Parameters.</u> The Performer will schedule one 15-minute break within each hour of scheduled performance.

- 9. Force Majeure. Neither Performer nor Client will be held liable for failure to perform obligations under this Agreement where breach is due to acts of public authorities, labor difficulties/strike, inclement weather, epidemic, delay of transportation services, acts of God, or any other legitimate cause beyond the reasonable control of the Performer and Client. The parties will make every effort to reschedule the Performance at a mutually agreed upon time. If the event is not rescheduled, each party's obligations will be waived and any deposits will be refunded to Client.
- **10.** Advertising. The Client will be responsible for all event promotion and agrees to use its best efforts to promote through appropriate media. The Client may use only those logos, photographs, and other likenesses provided by Client for promotions until the date of event. Neither party will promote through means that are legally prohibited or may be construed as offensive.
- **11.** <u>Merchandising.</u> The Performer may offer branded merchandise for sale at the Performance. The Client will provide a suitable area with visibility and accessibility to facilitate this merchandising. Security personnel will be available to oversee this area if/when unattended. Client will not and will not allow any third parties to record, broadcast, televise, or reproduce the Performance.
- **12.** <u>Permits.</u> The Client warrants and represents that it has obtained all insurance, liability insurance, taxes, permits, approvals, licenses, and variances necessary for the Performance. Client agrees to indemnify and hold Performer harmless against any claims made or legal actions brought against Performer by any person or entity as a result of injuries, damages, expenses and losses actually or allegedly incurred arising out of this Agreement or Performance, except where such claims are the result of Performer's direct and sole negligence or willful misconduct.
- **13.** <u>Security.</u> The Client will take reasonable precautions for the safety of the Performer and equipment during all aspects of the performance.
- **14.** This Agreement will be interpreted according to the laws of Oklahoma. Any dispute relating to this Agreement shall be adjudicated in the courts of Tulsa County, Oklahoma, which the parties consent to personal jurisdiction.

Julie Thornton, Tour & Booking Manager Date

4/13/25 (Client) Date



# **Contract for Musician Services Tuesdays in the Park**



Agreement made as of	between ARTSOK the Regional Arts Alliance of Broken Arrow (Producer)				
and	(Signatory Musician				
Address					
		Other			
Place of Performance: Central Park,	, 1500 S. Main, Broken Art	row, OK 74012			
Date of Performance:					
		Producer will make payment as follows:			
Time and Length of Performance:	7:00 pm to 8:45 pm with c	one 10-15 minute break.			
The following will be provided by the	<i>he Producer:</i> High quality	and technician will be provided by Producer. y sound system and a portable 16' x 24' stage with with City of Broken Arrow Ordinance.			
Please list staging requirementsnu	mber of chairs, number of	microphones, etc.:			
SPECIAL NOTES:					
• Water will be available t	1	eir guests at no charge.			
• In case of inclement wea	ather:				
by 4:00 p.m. who		re is inclement weather, a determination will be made e event or cancel. If the event is canceled prior to 4:00 ontracted amount.			
2. If the event is ca	nceled after 4:00 p.m., n	nusicians will be paid full contracted amount.			
<ul> <li>Producer shall be respon and advertising efforts.</li> </ul>	sible to promote and adv	vertise events through its usual course of promotion			
<ul> <li>Performer shall be respo from claims of such mus</li> </ul>		onduct of each musician and hold Producer harmless personal injury.			
• Remember, this is a fam	ily show, prepare accor	dingly.			
The Council requests your perm	vission to take pictures d	luring the performance for publicity/grant purposes.			
The parties below have agreed to	the terms of this contrac	ct and indicate this agreement with their signatures.			
Producer		Signatory Musician			



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