

RL MusiCali 2024 Contract

Music Mentorship Contract

Thank you for choosing to work with me! I look forward to working with you (and/or your child)! It is my top priority to provide quality instruction and to interact with you in a professional demeanor. These procedures have been put in place to allow our time together to run smoothly and efficiently — and also to make clear any questions you may have. Once again, I thank you and look forward to having you as a client!

Special Services Available

Personal Instrument Instruction for Acoustic or Electric Guitar, Voice, Piano, Ukulele or Drums (*drums for absolute beginners only*).

Additional services: Performance Coaching, Songwriting Mentorship, and Music Theory Training, Recording Coaching, Remote Song Mixing / Mastering

Service Pricing

\$160 - One Session (four consecutive thirty-minute lessons set at the same day and time each week)

\$300 - Two Sessions (four consecutive sixty-minute lessons set at the same day and time each week)

\$260 - One Session + Band (four thirty-minute private lessons + one hour weekly band practice)

\$360 - Two Sessions + Band (four sixty-minute private lessons + one hour weekly band practice)

\$45 - One stand-alone (thirty-minute) lesson scheduled for a day and time at your convenience

\$75 - One stand-alone (sixty-minute) lesson scheduled for a day and time at your convenience.

\$50 - Per hour of mixing not including recording or adding additional instrumentation

\$75 - Per hour of recording and adding instrumentation, mixing services cost extra

1. Appointment Protocols

A) Appointments take place once per week at the same day and time, lasting *<agreed upon amount of time>*. It is your responsibility to be *on time* and *prepared* for your appointment. ***This includes having all materials necessary readily available*** (instrument / tuner / physical music charts / pick / and/or capo). Please have all necessary materials prepared before the start of the lesson, including tuning the instrument before the set lesson time. It is important to the student's success to keep their fingernails clipped short (for guitar, piano, and ukulele). Long fingernails can be a hindrance to attaining the most efficient positioning. I encourage students to practice for a minimum of one hour outside of lessons each week (*best when done in 10-15 minute increments on different days throughout the week*) to maximize their growth!

B) Drop in appointments will be scheduled the week of. Please text me at the beginning of the week that you would like to schedule your stand-alone appointment and I will provide you with a few appointment options to choose from. I cannot guarantee a consistent day/time spot for drop in appointments. Payment is expected before the beginning of each drop-in appointment.

C) Please wait outside (or in your vehicle nearby) until I greet you for your appointment. I always aim to be finished with my previous client at exactly the time your appointment is set to start, but sometimes students have extra questions which means I may go over our time by a minute or two. Either way, you will be given your fully allotted time. Parents/guardians are permitted to sit in on lessons if they desire, but children tend to do better when they can develop a personal rapport with me. They tend to take more ownership of their musical journey when they can come into my studio and learn independently. That being said, for safety and peace of mind I will never deny a parent to sit in on their child's lesson. I totally understand parents wanting to check out my studio environment and teaching style, but I also like to set my students up for optimal success. I do not allow parents or friends to sit in on group rehearsals (for capacity reasons). You are welcome to drop your child off for their lesson and leave for an errand, so long as you return immediately when their appointment ends. I do not babysit siblings – I can only accommodate my students.

D) Neither myself (Rachael Lynde) or Star Margalit are legally liable for any injuries or damaged personal property that might occur before, during, or after our appointment. We provide a safe and clean environment for learning, but cannot be held liable for accidents resulting in injury. By signing this contract you agree to not pursue legal action (against Rachael Lynde, Star/Shannon Margalit or the business entity, RL MusiCali) in the instance of accidental injury or damage to personal property.

E) I sometimes take pictures and videos of my students to post/share on my social media accounts (Instagram, Facebook), as well as my website. By signing this contract you agree to allow photos and videos to be used for promotional purposes on all of these platforms. Please note that I do not share personal information, last names, or other identifiers (unless I have been given explicit permission).

2. Cancellations & Make-Ups

A) Please notify me of a cancellation as soon as you are able to. Cancellations must be made via text or by email (*but texting me works best*). I am in private appointments most of the day and unable to take phone calls. When you provide advance notice of a lesson cancellation, it benefits all of my clients including you. I may be able to offer that spot as a make-up to another client who is unable to make their usual appointment time, and when they do the same I may be able to offer their missed lesson to you as a make-up lesson time. I offer make-ups for missed lessons if and when I am able to, but they are not guaranteed. Make-up lessons are only honored the week of the missed lesson and do not roll into the following weeks. It is vital for students to commit to their regularly-scheduled appointment time every week (to the best of their ability), which will allow us maintain optimal structure for the student's success.

B) Any prepaid money (whether cancellations are made prior-to the lesson or not) are forfeited in the event of cancellations initiated by the client. I will be at the studio location at the day and time of our scheduled lesson, and if the student is not in attendance, payment for

that lesson will be forfeited. ***I do not make exceptions for vacations or other extra-curricular activities. Please do not ask me to rollover payment, as I do not allow clients to skip or rollover lessons for any reason - except for a few select holidays (which I will inform you about well in advance), or the event that I am unable to teach for health reasons (I do have an ongoing chronic illness that prevents me from teaching on occasion — cancelling for health reasons is rare, but sometimes I do need to cancel a lesson with short notice in order to accommodate my health needs).*** I do not reserve time slots if you choose to temporarily discontinue my services. If you choose to discontinue, you will lose the day and time you have reserved. I am a relaxed, fun and upbeat instructor, but I am firm in enforcing these policies in order to provide the best experience for all of my clients. The student is guaranteed success and growth when they remain consistent in attendance and in practice. This also secures our agreement, allowing me to be as dedicated and focused to your success as you deserve! ***Late payments will result in a non-negotiable late fee of \$15. For every additional day payment is past due, you will be billed \$5 on top of the automatic late fee. As a courtesy, I send out invoices 7-14 days in advance, as well as automatic reminders 7 days prior, 3 days prior, and the day of. If payment is late on multiple occasions, I will unfortunately need to terminate our contract and discontinue my services. If for any reason you need to delay payment, please communicate with me via text or email and I will be happy to make reasonable accommodations.***

C) It is important to note that my services as a music mentor extend far beyond the scope of your reserved time slot. I provide a vast library of audio and video resources for my students, which I am always updating and adding content to. Everyone begins with my introductory curriculum, and after we cover the fundamentals, we can dive into the students' specific areas of interest. Many hours go into gathering and preparing these materials outside of our scheduled lesson time. I also plan and execute multiple special events and concerts every year. These carry a burden of time and major production costs which are factored into my rates. My student concerts are incredibly detail oriented, and ***in joining my program I require that every student commits to lessons until the concert season concludes.*** I encourage new students to stick with their instrument for 3-6 months in order to progress. Instruments take time, and getting better is a gradual process — a new musician is unlikely to see significant progress until about 3-6 months into their musical journey.

D) If I cancel a lesson for any reason, you will not be charged. In this event, your advance payment will roll over to include one additional lesson in the current session (there are no make-ups, we just extend the current session to include one more week of lessons before the next round of payment is due).

3. Payment & Discontinuation

A) Payment is expected every four weeks effective the day that you begin working with me. Acceptable forms of payment include: Zelle or Cash (*Zelle info will be provided along with your first invoice*). Payment is expected ***before*** the start of your first appointment. I do not reserve a spot until payment for the first session is secured, so if you are planning to start lessons, you must immediately pay via Zelle, or you can drop cash off at my studio location prior to the start date. ***Recurring payments are expected one week prior to renewal of a four-week session.*** As a courtesy, I send out payment reminders which include the dates you are prepaying for. You will always receive a receipt for your payment. As mentioned in section 2B, there will be automatic late fees if payment is not received on its' due date. My invoicing system is set to send out automatic reminders every day until payment is received or a receipt is issued. I do not

personally send these reminders out and it is never my intention to be pushy, but I have found it helpful to have automatic reminders set up for your convenience.

B) If you would like to discontinue my services, please provide me with a **written 30-day notice. It is important to note that I still bill for the next session following your 30-day notice.** If you anticipate needing to discontinue lessons, please provide me with notice upon payment of your next session so that you can avoid being billed for an additional session. If you are having unexpected financial difficulties and need to discontinue sooner, I understand – *please* let me know as soon as possible and I will do my best to accommodate you. If you do not show up to your appointment on the day that payment is due and you have not given notice of cancellation or discontinuation, you will still be billed for the 4-weeks that you have reserved.

C) I reserve the right to update or modify my contract at any time. You will be notified in the event that changes are made.

What You Can Expect From Me

You can expect me to be fun, friendly, and professional — but my primary goal is to cultivate an authentic connection between my students and music. While I do prioritize helping my students grow in skill and excellence, I also focus heavily on creativity and teamwork. I am committed to seeing my students grow and succeed in their goals, and I expect my students to be equally as committed to their own growth. While music fundamentals are an important component, I am most interested in music feeling safe, fun, and approachable for everyone!

Please Initial to acknowledge that you have read and understand the contract, and that you agree to adhere to these terms:

_____ I understand that I will be charged for all cancelled/missed lessons. (see section 2B)

_____ I agree to provide a written 30-day-notice for discontinuation of services and understand that I will still be charged for any lesson falling within 30 days of my notice (see section 3B).

_____ I agree to arrive on time and prepared for my lessons (see section 1A).

_____ I agree to pay late fees if my payment is late (see section 2B).

_____ I will not pursue legal action in the event of accidental injury or damage to personal items. (see section 1D).

_____ I consent to having photos and videos of _____ to be shared respectfully as promotional material on RL MusiCali professional platforms. (see section 1E)

By signing below, I acknowledge that I have read, and agree to abide by the above terms outlined in this contract:

Print Name

Signature

Date