



**ASPEN MUSIC  
FESTIVAL  
AND SCHOOL**

## HIRE A MUSICIAN

### 2019 CLIENT FAQ

#### **Booking an Event**

Hire A Musician is intended for private events requesting background music. If selling tickets to your event or if you would like a special performance, please contact the Dean of Student Services to determine how your booking will be handled. Booking requests for Hire A Musician should be received at least one week in advance. Otherwise, we cannot guarantee that musicians will be available. All bookings and payment will be handled by the Hire a Musician office. For the quickest response time, please begin your booking via email.

**Hire a Musician Office:**  
[hireamusician@aspenmusic.org](mailto:hireamusician@aspenmusic.org)

#### **Overview**

To book AMFS Musician(s), email [hireamusician@aspenmusic.org](mailto:hireamusician@aspenmusic.org) with the following information regarding your event:

**DAY:**  
**TIME:**  
**LOCATION:**  
**ENSEMBLE:**  
**SPECIAL NOTES OR REQUESTS:**  
**ON-SITE/DAY-OF CONTACT:**

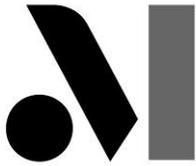
Upon receiving this information, the details of your event and musician requests will be entered into the Hire A Musician database. When AMFS student schedules have been set (**up to a week away from your event**), you will be put in contact directly with the primary ensemble contact to discuss further details. Assigning musicians earlier than a week in advance is usually not possible, as the AMFS student schedules are processed weekly. If you have changes or requests to add to your event before musician matching occurs, please communicate those to [hireamusician@aspenmusic.org](mailto:hireamusician@aspenmusic.org) during this waiting period.

Students attending the Aspen Music Festival and School have passed some of the most exclusive acceptance criteria in the world and are experts in their field. Students form groups while at the AMFS, which are of the highest quality. *Due to the group formation process, it is not often possible to provide a demo or video example of a specific group.*

#### **After Booking**

Once booked and put in contact with the musicians for your event, please confirm event details and contact information directly with the primary ensemble contact via email. At the completion of the event, you will be asked to sign a booking form confirming the musicians' hours. Students return this form to the Hire A Musician office for payment processing. On this booking form, you can consent to an extension of hours if you wish to engage the musicians for longer than the original agreement.

<b>Hourly Rate</b>	<p>\$150 per musician, per hour. One-hour minimum.*  Event times are rounded up to the nearest half hour. For example:</p> <ul style="list-style-type: none"> <li>• One musician for 1.5 hours would total \$225</li> <li>• One musician for 1 hour 35+ min would be rounded to 2 hours totaling \$300</li> </ul> <p><i>*Due to logistical concerns, harpists are \$200 per musician per hour.</i></p> <p><i>AMFS is pleased to support other local non-profits by offering a reduced rate. Contact <a href="mailto:hireamusician@aspenmusic.org">hireamusician@aspenmusic.org</a> for details.</i></p>
<b>Overtime</b>	<p>Additional hours can be requested during your event. <i>Overtime will not occur unless the musicians agree, and the client requests and signs to the additional cost before overtime begins.</i></p> <p><b>***Do not pay the musicians directly for overtime as the additional \$150 per person/per hour of overtime will be reflected in the final invoice based on the booking form signed by the client at the event. You will receive an email confirmation before being billed for any additional hours.</b></p>
<b>Tipping Policy</b>	<p>Though you don't pay the musicians directly for your event, you are free to tip the musicians directly or add a tip to your final invoice through our office. Contact <a href="mailto:hireamusician@aspenmusic.org">hireamusician@aspenmusic.org</a> to add gratuity to your final invoice. Either payment method will give 100% of your gratuity to our hardworking and talented musicians. A recommended tip is \$25 per musician.</p>
<b>Cancellation Policy</b>	<p>Within 24 hours of your event: The credit card on file will be charged the full amount of the event.  Within 24-72 hours: 50% deposit forfeited, but no further payment is required.  Earlier than 72 hours: Deposit is reimbursed in full to credit card on file.</p>
<b>Mileage Fee</b>	<p>If your event is not easily accessible through the Aspen bus system, or is outside of Aspen, you will need to provide transportation for musicians or pay mileage if musicians have their own transportation. Mileage outside of the bus route in Aspen/Snowmass Village will be assessed from 225 Music School Road to the event destination. Round-trip calculations will be assessed at the current federal rate of \$0.545 per mile and will be reflected on your invoice.</p>
<b>Payment Methods</b>	<p>Invoices are mailed to the client's provided email address and will appear to come from "AMFS Hire A Musician." You may choose to pay in full, or to pay a 50% deposit prior the event and the remainder after the event. You may pay by, check, credit card or bank transfer directly from the invoice.  Checks may be made to:</p> <p style="text-align: center;">Aspen Music Festival and School  c/o Hire a Musician  225 Music School Road  Aspen, CO 81611</p> <p style="text-align: center;"><i>Please include your invoice number in the memo line.</i></p>
<b>Late Fees</b>	<p>Fifteen days after the event date, a \$25/week late fee will be added to your account. Late fees will continue to accrue weekly until payment is received.</p>
<b>Musician Responsibilities</b>	<p>Prompt and professional communication with client  Music, stand &amp; stand light (if needed)  Proper Attire  <b>Signing of booking form by client upon completion of event</b></p>



**ASPEN MUSIC  
FESTIVAL  
AND SCHOOL**

**Host Responsibilities** **Sign musician's booking form at event-** *do not pay anything to musicians unless tipping*

Armless chairs

Space to play out of direct sunlight

Food (if event goes through a meal time)

5-10 minute break every hour with water available

Piano (if booking pianist) and/or Amplification (if needed)

Mileage (if outside Aspen/Snowmass public transit)

**Special Musical  
Requests and  
Arrangements**

Special music requests for specific songs must have appropriate sheet music provided by the client one week prior to the event. If the client does not have the correct music, the client will need to pay a \$100 per hour arranging fee to have music arranged by the AMFS musician for their instrument or ensemble.

*Thank you for supporting the talented musicians of the Aspen Music Festival and School!  
We look forward to being a part of your event.*