



**ASPEN MUSIC
FESTIVAL
AND SCHOOL**

HIRE A MUSICIAN

2017 CLIENT FAQ

Booking an Event Booking requests should be received at least one week in advance, otherwise Hire A Musician cannot guarantee musicians will be available for your event. All booking and payment will be handled by the Hire a Musician office. For fastest response, please begin your booking via email.

Hire a Musician Office:

Sarah Beske

Education and Community Coordinator

970-205-5057

sbeske@aspenmusic.org

Overview Booking AMFS Musician(s) begins by contacting Sarah Beske. Event details and types of musical ensembles will be determined, and your event will be entered into the Hire A Musician database. When Student schedules have been set, **up to a week away from your event**, you will be matched directly with the Ensemble Leader or group representative to further discuss event details. Matching to a musician earlier than a week in advance is sometimes not possible, as the AMFS schedules are processed weekly. If you have changes or requests to add to your event before musician matching occurs, you are welcome to communicate those to Sarah Beske during this waiting period.

Students attending the Aspen Music Festival and School have passed some of the most exclusive acceptance criteria in the world; they are experts and soon to be professionals in their field. Students form groups while at the AMFS and can offer high quality performances for your event. *Due to this group forming process, it is not always possible for a demo or video example to be provided for a specific group.*

After Booking Once booked and matched with your musicians, you'll confirm via email the event details and contact information with the Ensemble Leader or group representative. After you have enjoyed the beautiful music, you will be asked to sign a booking form confirming the hours engaged. Students turn this form in to Sarah Beske for payment processing. It is on this booking form that you can consent to an extension of hours if you wish to engage the musicians for longer than the original agreement.

Hourly Rate \$125 per musician, per hour. One-hour minimum. *
Event times are rounded up to the nearest half hour. For example:

- One musician for 1.5 hours would total \$187.50
- One musician for 1 hour 35+ min would be rounded to 2 hours totaling \$250

**Contact the Hire a Musician office 970-205-5057 for Harp and Local Non-Profit rates.*

Overtime	<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>***Do not pay the musicians directly for overtime, the additional \$125 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.</p>
Tipping Policy	<p>We frequently receive requests to add gratuity to a payment, and are happy to include one in your final invoice. 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. Either payment method will give 100% of your gratuity to our hardworking and talented musicians. A recommended tip is \$25 per musician.</p>
Cancellation Policy	<p>Within 24 hrs: 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>
Mileage Fee	<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 at the current rate of \$0.53 per mile will be assessed and included in your invoice.</p>
Payment Methods	<p>Invoices are mailed to your provided email address under the name "AMFS Hire A Musician." You may choose to pay upfront in full or a 50% deposit before the event, and a follow-up for the remainder after the event. You have the option to pay by credit card or bank transfer directly from the invoice. You may also mail a check. Checks can 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>
Late Fees	<p>Starting on the 15th day past the event date, a \$25 per week fine for late payments will occur, and continue to accrue weekly on your balance until payment is made.</p>
Musician Responsibilities	<p>Prompt and professional communication with client Music, Stand & Stand Light (if needed) Proper Attire Signing of booking form by client upon completion of event</p>
Host Responsibilities	<p>Sign musician's booking form at event- <i>do not pay anything to musicians unless tipping</i> 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)</p>



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**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 \$50 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.*