

Sample Memorandum of Understanding — From the Ensemble or Presenter to each Community Partner

[Date]

[Community Partner Name]

[Street]

City/State/Zip]

Dear [Community Partner Contact Name]:

Thank you for your willingness to participate in the proposed residency project to involve [Ensemble Partners' names] planned for [approximate residency date(s)].

It is understood, should the project receive funding from Chamber Music America, that you will provide the following services, materials, and/or space for the residency: [description]

(If applicable) [Ensemble/Presenter name] intends to pay a fee of \$[amount] to the [Community Partner] for [description of services, materials, and/or space for the residency].

This is a memorandum of understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty.

Agreed by:

(Signature, Authorized Contact for Ensemble/Presenter):

(Print Name):

Date:

(Signature, Authorized Contact for Community Partner):

(Print Name):

Date: