



VanGo! Museum on Wheels Contract

This contract is made on _____, 20____ between the following parties:

School/Organization Name: _____

School/Organization Address: _____

City: _____ State: _____ Zip: _____

And the: Susquehanna Art Museum
301 Market Street
Harrisburg, PA 17101

A **VanGo!** Museum on Wheels visit is scheduled for (date): _____

**Contract Materials Due Date: _____

SAM reserves the right to cancel a **VanGo!** visit if we are not in receipt of all items listed in this contract at least two weeks prior to the scheduled visit. The parties above agree to all conditions and obligations as follows:

The **VanGo!** bus will arrive the night before your scheduled visit and cannot be moved once it is in place. To assure exact location of the bus, please clearly mark the space with orange traffic cones. Please make certain you do not impede your normal flow of traffic when you consider parking for the **VanGo!**

The **VanGo!** program includes an interactive assembly program; your site must provide a screen (or white wall), a microphone, and an AV cart or small table for our presentation equipment.

i) The representative(s) for your school/organization will be: _____

SAM can reach this contact person at the following:

Address: _____

Home Phone: _____ Work Phone: _____

Cell: _____ Fax Number: _____

Email: _____

Emergency Facilities Contact: _____ Phone: _____

Local Police Department: _____ Phone: _____

2) SAM will email a confirmation and web link to VanGo! educator materials to:

Principal Name: _____ Email: _____

Art Teacher Name: _____ Email: _____

3) Full payment for visit along with completed/signed contract

4) Driving directions to your location (from Harrisburg) and parking instructions
(See **VanGo!** Parking Map handout)

5) A classroom schedule (for schools only—see sample schedule)

NOTE: After a **VanGo!** visit, please submit the following:

A) Completed evaluation forms from participating teachers
(found at end of educator manual—downloadable from www.sqart.org)

B) Letter of support from principal and/or superintendent

This contract may not be modified in any manner unless it is presented in writing and is signed by both parties. This document and any attachments constitute the entire agreement between parties. This contract binds and benefits both parties and any successors.

Contact Name: _____ Contact Signature: _____

VanGo! Name: _____ **VanGo!** Signature: _____



VanGo! Museum on Wheels: Parking Map

Please map out the school building, entrance roads and parking areas. Indicate the correct placement and orientation of the **VanGo!** Be sure to allow ample space for our driver to maneuver the bus.

VanGo! will be delivered to your school the night before your scheduled visit, and cannot be moved once it is in place. Please make certain that the space you designate for **VanGo!** does not impede your regular flow of traffic.

***ALL Parking instructions are due on or before (date): _____. Parking instructions may be faxed to us at: 717-233-8155