

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1089281
Vendor Name: Sones de Mexico Ensemble
Invoice Number: 240918-01
Invoice Date: 8/21/2024
PO Number:
Check Number: E0103234
Check Amount: \$ 3,000.00
Check Date: 09/18/2024
Voucher Number: V0846368
Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: 09/11/2024 Vendor ID: 1089281 Vendor Name: Sones de Mexico Ensemble
Payee Address: 4814 N Damen Ave, Unit 414 Chicago, IL 60625 Payment Due Date: 09/18/2024

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
240918-01	01-80-00394-5309001	Contractual Services	3,000.00
Total			\$ 3,000.00

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Performance for Hispanic Heritage Month and equipment.

Other Instructions:

All requests will require the following approvals:

Requester: E. Gómez de la Casa Digitally signed by E. Gómez de la Casa
Date: 2024.09.11 14:33:36 -05'00' Print Name: Elizabeth Gómez de la Casa
Budget Officer: E. Gómez de la Casa Digitally signed by E. Gómez de la Casa
Date: 2024.09.11 14:33:48 -05'00' Print Name: Elizabeth Gómez de la Casa

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu



Sones de Mexico Ensemble (NEW)

PO Box 13261
Chicago, IL 60613 US
+1 7733547663
info@sonesdemexico.com

INVOICE

BILL TO
Elizabeth Gómez de la Casa
College of DuPage
Intercultural and Latino Student Initiatives
425 Fawell Blvd., Glen Ellyn, IL 60137

INVOICE 240918-01
DATE 08/21/2024
TERMS Due on invoice
DUE DATE 09/18/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
09/18/2024	ARTIST FEE: 90 min BEYOND THE MUSIC: A MUSICAL GEOGRAPHY OF MEXICO, a didactic concert by Sones de Mexico Ensemble at the College of DuPage, Glen Ellyn, IL on 9/18/2024	1	2,500.00	2,500.00
09/18/2024	Sound system and set-up for performance	1	500.00	500.00

BALANCE DUE

\$3,000.00

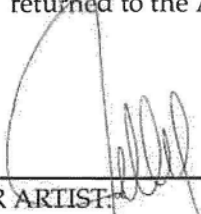
ARTIST CONTRACT

This contract shall serve as an agreement between the **College of DuPage** (hereinafter referred to as the "Presenter") and **Sones de México Ensemble** (hereinafter referred to as the "Artist").

- I. **DEFINITION OF ARTISTIC SERVICES.** Artist agrees to provide the following services: **one 90 min performance of BEYOND THE MUSIC: A MUSICAL GEOGRAPHY OF MEXICO**, a didactic concert with Sones de México Ensemble, for students, faculty, and staff at the **College of DuPage, Glen Ellyn** to be held on **Wednesday, September 18, 2024 at 1 PM** at the **Main Campus, 425 Fawell Blvd., Glen Ellyn, IL 60137** (hereinafter referred to as the "Venue"). Artist will plan a **11 AM load-in and sound-check** (or an earlier time to be determined). The **Venue tech contact** for advancing the show is:

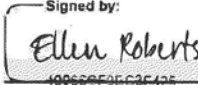
- II. **COMPENSATION, TRANSPORTATION, MERCHANDISE, AND INSURANCE TERMS.** As compensation for their services, Presenter agrees to pay Artist a total of **\$ 3,000** (\$2,500 performance, \$500 sound set-up) (without tax withholdings - Artist is 501c3 tax exempt organization) payable in full by check upon Artist's performance of all services pursuant to this agreement. Please make checks out to **Sones de México Ensemble**. Artists shall provide their own ground transportation. Presenter agrees to provide easy access to stage for smooth load in and load out of equipment and free parking for 6 vehicles. Artist is not an employee of the Presenter and does not receive employee benefits or withholdings. Artist may sell CDs and merchandise at the event and retain 100% of proceeds. Artist shall carry a minimum of one million dollars general liability insurance policy and can provide a COI upon request.
- III. **TECHNICAL, PROMOTIONAL, AND HOSPITALITY REQUIREMENTS.** Artist shall provide Presenter technical requirements and promotional materials in advance of the performance. Artist may promote the Show in its own tour marketing. The Presenter shall provide the following: a minimum performing area of 25 ft by 16 ft., an overhead, slide projection system or screen for a PowerPoint™ presentation, standard lighting, two standard electric outlets (15A) on stage. The Artist shall provide and operate a sound system appropriate for the event and will plan to arrive 2 hrs prior to the start of the event for setup.
- IV. **USE OF THE ARTIST'S NAME AND IMAGE.** The program shall be billed as **"BEYOND THE MUSIC: A MUSICAL GEOGRAPHY OF MEXICO with Sones de México Ensemble"**. Presenter must include the following credit in all publicity related to this presentation: **"This program is sponsored in part by a grant from the National Endowment for the Arts."** The program shall be **free and open to the public**. The use of the NEA logo is optional. Sponsor logos are available at [arts.gov / grants / manage-your-award / nea-logo](https://arts.gov/grants/manage-your-award/nea-logo). The Presenter reserves the right to videotape/ audiotape the performance for archival purposes. Presenter shall not give any commercial use to recorded materials without written permission from the Artist.
- V. **TERMS OF SEVERANCE.** Presenter or Artist shall be bound to serve **72 hours** prior notice if any of the agreed dates is canceled. Neither party shall be bound in the event of accidents, strikes, "Acts of God", illness or any other legitimate condition beyond their control. This contract will be void unless signed and returned to the Artist by **Monday, September 9, 2024**.

PLEASE SIGN AND RETURN ONE COPY



 FOR ARTIST: _____ Date 9/9/2024

Juan Dies, Executive Director
 Sones de México Ensemble
 4814 N Damen Ave, Suite #414
 Chicago, IL 60625
 (773) 728-1164 office - (773) 354-7663 cell
juan@sonesdemexico.com
 FEIN 36-4147011

Signed by:


 FOR PRESENTER: _____ Date 9/9/2024

Ellen M. Roberts, Vice President
 Administrative Affairs
 College of DuPage
 425 Fawell Blvd., Glen Ellyn, IL 60137
 PH: (630) 942-3146 | gomezdelacasa@cod.edu
 liaison: Princess White
whitep144@cod.edu

"Barrios, Isabel" <barriosi142@cod.edu>

Sones Paperwork.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Thu, Sep 12, 2024 at 04:45 PM UTC

CC:

BCC:

1 attachment

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