



Calgary Board
of Education

CBE Service Request – Providers with Master Agreement

Note: This form is to be completed and signed when hiring a Service Provider that has a Master Agreement with the CBE. The list of those Service Providers can be found in the CBE Insite. This Service Request is signed by the Principal and the Service Provider's Representative. The CBE completes the bold & "grey" fields and the Service Provider Completes the "yellow" fields

This is a Service Request between The Calgary Board of Education (herein referred to as "CBE") and the below listed "Service Provider" executed on the following date the services described requested in Schedule A.

Service Providers Name:

Schedule A – Services

- All services provided must be chosen from those on the executed copy of the Master Agreement. A copy of that Agreement is located in the CBE Insite (Intranet). If the activity is not listed on the Master Agreement then it cannot be part of this Agreement.
- The Service Provider shall provide the following Services (attach a separate Schedule "A" if space is inadequate):

Services requested: (Must be completed for requested services):

- By the initialling of this paragraph in this space by the authorized signing officer of the Service Provider who is executing this Service Request on the Service Provider's behalf, the Service Provider acknowledges and agrees that it is fully informed and aware of the terms and conditions of the Master Agreement, and in particular, the terms of the Master Agreement which prohibits the Service Provider from asking CBE Participants or their parents or guardians to enter into ancillary agreements or for medical information or to sign a waiver, acknowledgement of risk, or release of liability in favour of the Service Provider, and the liability and insurance provisions the Service Provider is responsible for.
- Without limiting any of the terms and conditions of Schedule "A" of the Master Agreement, the Service Provider shall:
 - perform the Services in a safe and professional manner and supervise the CBE Participants during the delivery of Services by the Service Provider and the conduct of any activities relating thereto
 - Take all reasonable steps to ensure that the activities in its Services are appropriate for the age of the CBE Participants and that they are carried out in a safe and secure manner
 - Ensure that the location and or facilities meet the applicable health and safety standards and that it has taken reasonable steps to ensure that the location where the activity will take place is appropriate and safe for the activity requested.
- Duration:** The Services to be provided pursuant to this Service Request shall be provided from to .
- Location:** (include full site address)

SCHEDULE B – FEES AND EXPENSES: On receipt of invoices, all required items referred to in Expenses section on the face of this form and, if applicable, receipts for expenses, the CBE will pay the Service Provider in respect of performance of this Service Request payable as follows: (State how payment is calculated, e.g., lump sum, partial payment, upon completion of deliverables, flat rate, hourly rate. Use a Schedule if more room is required. In accordance with Administrative Regulation 7001, Principals may approve up to \$50,000; Area Director up to \$100,000 and Superintendents over \$100,000.)

Amount to be Paid: \$

On signature by the CBE and the Service Provider, the terms and conditions of the Master Agreement shall apply to this Service Request and any attached Schedules.

The Calgary Board of Education		Service Provider's Representative (Please Fax this completed form back to the School.)	
By: Name of Principal (print)		Name of Authorized Signing Officer (print) Kate Schutz	
School		Position Education Manger, National Music Centre	
School Address		Service Provider's Operating Address 134-11 Avenue SE Calgary Alberta T2G 0X5	
Phone No.	Fax no.:	Phone No.: 403-543-5119	Fax no.: 403-543-5129
Signature of Principal	Date	Signature	Date

Signatures are required on two copies of this Service Request. One signed copy of this Service Request must be kept at the school.
Info for Schools: For B2, C, D Off-Site Activities only - attach a copy of this Service Request to the trip documentation when faxing to 403-294-8206.