

**John Lewis Partnership Music Society**  
Partnership House, Carlisle Place, London, SW1P 1BX

Dear X

I am delighted to offer you the role of Chorus Master for XXX, effective from XX.XX.XX. This note sets out a few notes about working with John Lewis Partnership so we are clear as to our expectations; most of this is common sense or standard practice and I would be grateful if you would email back a response indicating your agreement, or otherwise.

- There is no contractual agreement between yourself and JLP with no benefits pertaining.
- JLP expects high standards of behaviour from its Partners and equally from those who, like you, supply services to us. Much of this is employing basic common sense and courtesy in our dealings with each other but if you have any queries or areas of doubt, please do get in touch quickly and I will clarify it for you.
- The current rate of pay for this role is £60 per two hour call; day rehearsals and concerts are chargeable at two calls. Please invoice your fees to your choir coordinator or Music Society Treasurer on a regular basis.
- If, for whatever reason, you are unable to get to a rehearsal you are scheduled to lead, you should provide a suitable alternative and take responsibility for payment yourself (ie you will still invoice JLP, you will pay your dep).
- If you decide at any point to discontinue providing your services, please give one month's notice, and vice versa.
- Please communicate clearly and in a timely manner any problems you have to both your choir coordinator and myself.

Please let me know if you happy to accept these terms - I look forward to our ongoing and enjoyable relationship.

regards

Manvinder Rattan  
Musical Director - John Lewis Partnership Music Society  
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[www.johnlewispartnership.co.uk/music](http://www.johnlewispartnership.co.uk/music)