



Mashpee Recreation

520 Main Street, Mashpee, MA 02649

Phone: 508-539-1416 Fax: 508-419-1161

Thank you for your interest in providing instruction for the Mashpee Recreation Department. For our records, we must have the following information;

A specific proposal outlining your services for consideration to the Recreation Department:

1. Services offered. For example, group soccer instruction, group tennis lessons, group art or drama, individual horse back riding lessons, etc.
2. Age group and group size with a minimum and maximum per group
3. Specific days of the week and times the instruction is being offered
4. Cost for services (hourly, by class/participant, or project cost) and desired interval for payment. These intervals may include a deposit, multiple payments throughout the duration of your services or payment upon the satisfactory completion of your service.
5. Terms of the agreement to include cancellation policies, refund policies, inability to provide satisfactory service levels and means by which either party can review performance/service, including the process if either party elects to void the agreement prior to the conclusion of the program.

Completed W-9 (newest version is available on-line). Please read instructions carefully and identify whether you are a corporation, LLC, LLP, or sole proprietor and follow the directions included for the category that relates to your services.

A copy of your Certificate of Liability Insurance if available

Submission of, and favorable determination of CORI report

Copies of any pertinent certifications, including First Aid and CPR, instructor qualifications, WSI, etc.

