

THE ALO IS RUN BY VOLUNTEER LAWYERS AND LAW STUDENTS. IT MAY TAKE OVER A WEEK TO RESPOND TO YOUR INQUIRY.

ARTISTS' LEGAL OUTREACH INTAKE FORM FOR ARTS ORGANIZATIONS + COMPANIES

Phone: (604) 681-3535
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Alliance for Arts + Culture
Suite 100 - 938 Howe Street
Vancouver, B.C. V6Z 1N9



CONTACT INFORMATION

PLEASE TYPE OR PRINT LEGIBLY

Organization:		
Contact Person:		
Street Address:		
City/Town:	Province:	Postal Code:
Phone:	Email:	

LEGAL ISSUE

Describe your legal issue using as much detail as possible. Provide copies of all relevant documents if possible. Include names, dates, description of written and verbal agreements, etc. Please consider the following:

- Is this an employment issue? If yes, describe your relationship with your employer/employee.
- Is this a contract issue? If yes, describe your relationship with your contractor/contractee, and have available a copy of the contract for us to review.
- Have you obtained legal advice from another lawyer? If yes, describe the advice given.

CONFLICT OF INTEREST

A lawyer may be unable to provide legal advice to you if he / she has a personal or professional conflict with any person or company related to your case. These situations arise if the lawyer (or his/her firm) has previously dealt the other party involved in your case, or if the lawyer has personal information about you or the other parties. **Please provide the names of any other parties involved in your legal issue:**

PRIVACY

We respect your rights to privacy and confidentiality. This means we will keep all information provided by you confidential unless we have your permission to provide your information to a third party or we are required to under the law.

NOTE This request is for **summary legal advice only**. Applicants in need of legal representation or assistance beyond summary advice will be provided with a referral list of BC entertainment lawyers.

RELEASE MUST BE DATED AND SIGNED IN PERSON AT YOUR APPOINTMENT, NOT TYPED OR FAXED IN.

I (the above-named "**Applicant**") do hereby remise, release and forever discharge the Alliance for Arts and Culture (the "**AAC**") and its officers, directors, employees, contractors and volunteers from all actions, causes of action, suits, debts, dues, sums of money, claims and demands whatsoever at law or in equity which I may ever have against the AAC or its officers, directors, employees, contractors or volunteers by reason of any matter, cause or thing whatsoever arising from and out of my attending an Artists' Legal Outreach (ALO) meeting at the offices of the AAC or my obtaining advice, information or materials during or in connection with an ALO meeting.

Signature

Date Signed