

WEST CHESTER UNIVERSITY, SSI EVENT CONTRACT

Agreement made this date, _____ by and between _____ (hereinafter referred to as Artist) and _____ (hereinafter referred to as Organization). It is understood and mutually agreed that the Purchaser engages the Artist to perform the following engagement upon all the terms and conditions hereinafter set forth:

Artist(s): _____

Contact Person: _____

Phone: _____

Address: _____

Fax: _____

WCU/SSI Sponsoring Group: _____

Contact Person: _____

Phone: _____

Location: _____

Address: _____

Fax: _____

Date of event/performance: _____

Time of event/performance: FROM _____ am/pm TO _____ am/pm

Type of event: _____

Set-up: _____ am/pm Doors Open: _____ am/pm

Is this event INDOOR or OUTDOOR (check one)?

If outdoor, where is your rain location? _____

FULL PRICE AGREED UPON: \$ _____ Flat Guarantee. All payments shall be paid by SSI check AFTER performance. No cash or personal checks will be forwarded as payment for any event. SSI policy states there will be no deposits for any event.

Transportation provided by Organization: Yes or No (check one)

If Yes, to/from where: _____

Hotel Accommodations provided by Organization: Yes or No (check one)

If Yes, what hotel: _____ Phone Number: _____

Address: _____ Confirmation Number: _____

If Accommodations provided by Organization, Standard amenities only will be provided.

Selling tickets: YES NO (check one)

If Yes, how much are tickets for this event: \$ _____ When will tickets go on sale for this show? _____

Additional Provisions:

YES / NO: Does Organization agree to provide and pay for any catering requirements. If yes, what are Artists' expectations?

YES / NO: Does Organization agree to provide volunteers for this event? If yes, what are Artists' expectations?

YES / NO: Does Organization agree to provide tables or chairs? If yes, what are Artists' expectations?

YES / NO: Does Organization agree to provide staging? If yes, what are the proposed dimensions?

YES / NO: Does Organization agree to provide microphones and/or stands? If yes, what are Artists' expectations?

YES / NO: Does Organization agree to provide electrical requirements for Artists? If yes, what are Artists' requirements?

*In the event Organization or Artist cancels the performance due to riots, strikes, acts of god, sickness, accidents, or any other reasons beyond Organization's or Artist's control, both purchaser and artist will not be liable for the compensation agreed upon but will reschedule for a future mutually agreeable date, if time and availability of location permits.

**If unsafe crowd conditions occur, West Chester University, SSI reserves the right to temporarily close down the event or permanently cancel the event.

***Any cancellations, by either party, must be in writing, at least 48 hours before the start of the event. Verbal agreements will not be accepted

****Organization will **NOT** hold harmless Artist and its employees in any and all claims or damage if the Artist and its employees are negligent in their actions.

Purchaser: West Chester University, SSI

X_____

Donna Snyder, Executive Director of SSI
Address: Sykes Student Union Building, 259
West Chester University
West Chester, PA 19383
Phone: 610.436.2955

Artist: _____
Federal ID # _____ OR Tax Id # _____

X_____

Name/Title: _____
Address: _____
Agency: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____