**SOUTH PUGET SOUND COMMUNITY COLLEGE**

**Olympia, Washington 98512-6292**

# PERFORMANCE AGREEMENT

Artist/Group: _____ Event: _____

Group Leader: _____ Date of Performance: _____

Time of Performance (start)_____(end)_____
[Group is responsible for set up, sound check and break down before and after performance time.]

Location of Event: _____ Number of Performers: _____

Social Security Number (Last Four Only)/Tax Identification Number: _____

Total Contract Price **$_____,** which includes:

- ☐ **Honorarium: (payment for services)**
- ☐ **Hotel**
- ☐ **Transportation: (airfare, airport transportation, taxi)**
- ☐ **Meals (please circle: B - Breakfast L - Lunch D - Dinner)**
- ☐ **Gas and/or mileage**
- ☐ **Other (please list_____)**

Check made out to: _____
Name of Group Representative for Payment Purposes

Payment will be made by check and available for pick up or mailed to the address on page 2 of the agreement following satisfactory performance. Actual timing of payment depends on receipt of the signed Performance Agreement by South Puget Sound Community College. The College requires a minimum of fifteen (15) business days following receipt of signed Performance Agreement to order and receive check.

Special Equipment _____

Special Arrangements _____

**Contractual Agreements:**

1. South Puget Sound Community College reserves the right to regulate sound level.
2. Any guest list must be submitted 24 hours prior to engagement.
3. South Puget Sound Community College reserves the right to receive full disclosure of money distribution (i.e., booking agent fee, manager fees).
4. The College will not provide special equipment or make special arrangement unless agreement is made therefore with the Student Life office 48 hours prior to the event.
5. Payment will not be made until equipment is removed and all College equipment returned.
6. The Group or individual is responsible for all tax deductions.
7. South Puget Sound Community College assumes no responsibility for any payroll tax, surcharge or additional monies except those specifically agreed upon.
8. If any portion of the agreed upon contract is not filled, the entire check will be withheld. The contract will then be renegotiated and a new check issued.
9. In the event of a dispute, it shall be determined by a Dispute Board in the following manner: Each party shall appoint one member to the Board and the members so appointed shall jointly appoint an additional member. The Dispute Board shall review the facts and its determination shall be final and binding upon the parties.
10. Promotional material must be furnished with signed Agreement.
11. The terms of this agreement may not be altered except by written agreement.
12. All performers must abide by South Puget Sound Community College policies, rules and regulations. (available upon request) The Group or individual shall not advertise or publish information concerning the event in any form or media without prior written consent of the College. This agreement is not assignable in whole or in part.

For College Use Only:

_____

Signature of Dean/Director, Date

_____ _____

Signature of Group Leader or Manager, Date Street

_____ _____

Print Name of Group Leader or Manager City, State, Zip

_____

Telephone

Please return all copies to designated department or the Office of Student Life, 2011 Mottman Road, SW, Olympia, WA 98512-6292; Email: Phone# 360-754-7711 ext.

*Approved as to form: by: Aileen Miller, Assistant Attorney General, October 4, 2013.*