

Center for Inclusion and Campus Involvement

Student Organization Events

Contracts How -To Guide

- 1) Why use a Rollins Contract:
 - a. The contract solidifies any vendor services including price as well as protects the host (institution, student, faculty, staff member, student organization).
 - b. Rollins Contract is needed for a Rollins issued payment.
- 2) When to use a Rollins Contract:
 - a. Anytime a member of the Rollins Community (student, faculty or staff) is bringing someone to campus that will provide any service. (Example: face painter, bounce house, comedian, singer, speaker, etc.)
 - b. If the vendor is providing food, please complete the [First Right of Refusal form](#) through Rollins Dining Services at least two weeks prior to the event.
 - c. If the vendor is also a member of the Rollins community, they should still fill out a contract outlining the expectations of what they are providing and the agreed upon price.
- 3) How:
 - a. Contract documents can be found on the CICI website.
 - b. Once you have decided upon a vendor, services provided, and price, you can:
 - Send the vendor the blank contract and ask them to fill it out and sign pages 3 and 4.
 - OR
 - Complete what you can on page 1 and 4. **(DO NOT SIGN)** Send the vendor the incomplete contract and ask them to complete and sign pages 3 and 4.
- 4) Do not sign for Rollins!
- 5) Please return to CICI staff member to be routed for signature.
 - a. Payment higher than \$3000 requires an additional signature so allow for extra time.
 - b. Send the completed and signed contract back to vendor for their records.
- 6) Payment for any vendor:
 - If Rollins will be paying a vendor, the vendor must complete a W9 form. This is needed along with the completed contract (See **Contracts How To**) in order for a check to be requested from the Finance Office.
 - Contact Vicki Hurd in the CICI for a check request. Checks from Rollins take approximately 2 weeks. Please plan accordingly.

*The images are for your reference. Please request an electronic version from a CICI staff member.

Performance Contract
Rollins College
 Winter Park, FL

This contract is entered into this _____ day of _____, 20____ between Rollins College hereinafter referred to as "College" and for the performance of _____ hereinafter referred to as "Artist." The organization sponsoring this event is _____

This agreement represents the entire understanding between the College and the Artist. This document supersedes and replaces all previous understandings, verbal or in writing. Any addenda, additions, changes or amendments to this document must be made in writing, and approved by both parties.

The Artist will perform on _____ at _____. The performance will begin at _____. Artist will arrive for load-in, set-up, and sound check no later than 1 hour before the start time of the performance.

Contract Price and Payment: The price for this engagement is \$ _____. Payment will be made at the conclusion of the show in the form of College check. Payment will be made to _____ Social Security/Federal Identification Number for the Artist is _____. No cash payment or deposit will be made.

Indemnification: The Artist agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, including but not limited to social security laws, workers' compensation insurance, income taxes, state employment insurance taxes or contributions, public liability insurance; and Artist will hold College harmless against any such laws. The Artist agrees to indemnify and hold harmless the College, its agents and assigns from all liability, loss, damage, costs and all other claims for expenses asserted against the College that may arise from the activities of the Artist, Artist's agents, associates, employees, guests, participants, or vendors.

Control of Performance and Damages: The Artist will control the details and manner of performance, but it is agreed to and understood that Rollins College shall have the right to direct Artist to discontinue any activity constituting violation of a state statute, applicable ordinances or directions of lawful authority. Damages to the premises, inappropriate conduct, or unsatisfactory performance caused by the Artist or Artist's staff, either intentionally or through negligence, will be paid for by the Artist, deducted from the payment, or payment withheld.

Identification of Artist: It is understood that certain key individuals whose persona, appearance, skills, talents, and special or necessary equipment are recognized as essential to the unique unit identified as the Artist. If the entire and complete unique unit identified as the Artist does not perform (due to substitution or any other cause), the College reserves the right to renegotiate the terms of payment, or cancel this agreement entirely.

Insurance: It is agreed and understood by Rollins College and the Artist that the Artist shall carry sufficient insurance to cover any and all liabilities which may occur during his or her stay or performance and further agrees to hold Rollins College harmless from all damages which arise

Reproduction of Performance: The College agrees that the performance will not be recorded in any manner without written permission. The College does retain the right to photograph the performance for publication in student publications, including the campus newspaper, yearbook, or any other college publications.

Inability to Perform: In the event that the Artist may secure a commitment for motion picture, television or recordings or is unable to perform because of ill health, physical disability, or other reasons beyond her/his control, the Artist or representative shall give the College the first right on the next tour at the originally agreed upon price and will pay for any costs incurred for the event which cannot be cancelled.

Termination: The College reserves the right to terminate this Agreement without penalty for breach by the Artist of any of the terms contained herein or if it should become impractical to perform this Agreement due to causes beyond the control of the College, such as, but not limited to, acts of God, destruction to its facilities, labor disturbance, war, or governmental order. The Artist reserves the right to terminate this Agreement without penalty for breach by the College or any of the terms contained herein or if it should become impractical to perform this Agreement due to causes beyond the control of the College, such as, but not limited to, acts of God, labor disturbance, war, or governmental order.

Artist Infringement: The Artist represents that in performing under the terms of this addendum, s/he is not infringing on the property right, copyright, patent right of anyone else; and if any suit brought or a claim made by anyone that anything on conjunction with the ownership or the presentation of said act or appearance is an infringement on the property right, copyright, patent right or other rights, Artist will indemnify the College against any and all loss, damage cost, attorney fee or other loss whatsoever by reason of the Artist or representative permitting or allowing the presentation of the act called for herein.

Contract Return: The College has signed this contract prior to signature by the Artist or representative. The College and Artist must agree to any changes in the contract in writing, and the presenter shall initial and date all changes. The action of the College in returning the contract constitutes an offer to enter into an agreement on the terms herein stated. If the fully executed contract is not returned to the College within ten working days, this offer shall be null and void unless otherwise agreed to in writing by both parties.

Construction: This agreement is signed as a sealed instrument to be governed by and interpreted in accordance with the laws of the State of Florida. The signatories warrant that they are the duly authorized representatives of the principles, and thereby assume no personal liability except as agents. In witness thereof, the duly authorized representative of the parties has executed this agreement as of the date written below.

Signatures
 Agreed to and Accepted for Rollins: _____ Agreed to and Accepted for Artist: _____
 Name: _____ Name: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

out of the performance. Neither the Contractor, nor its employees or agents, are entitled to workers' compensation benefits from the College as a result of the duties to be performed.

User shall provide written proof of insurance to Rollins College within 10 days prior to the occurrence of the stipulated event. Such insurance shall be an original document signed by a licensed representative of the insurer. Please mail or fax this information to the attention of the Assistant Vice President of Human Resources and Risk Manager, Rollins College, 1000 Holt Avenue - 2718, Winter Park FL, 32789. Fax: 407-646-2188.

User is responsible for providing All Risk property insurance on all personally owned equipment used in the performance of the event stipulated by this agreement. Rollins College is not responsible for damages to Artist's equipment, regardless of cause.

Equipment: The Artist understands that the Artist is completely self-contained and will not require supplemental sound and/or light equipment or other services unless otherwise agreed upon prior to show date. All equipment provided by the College shall remain under complete supervision, direction and control of the College. The College is not responsible for any equipment not specifically stated in the Artist's contract or rider. The Artist agrees that if s/he does not use the equipment required in the contract or rider s/he shall pay for all rental costs of said equipment.

Technical Specification: In order to provide the highest quality production of this performance, a current Artist's technical specification sheet must be attached and made part of this contract. If the Artist and/or representative make any changes in the technical requirements after the signing of this contract, Rollins reserves the right to re-negotiate the terms of this contract, including the right to cancel if unreasonable changes are required. In all cases, the technical requirements must be delivered to the College no later than two (2) weeks prior to the engagement.

Promotional Material: It is understood that the Artist or agent will provide a reasonable quantity of current biographical and promotional material to the College at the time of the signing of this contract.

Meals and Hospitality: The College agrees to provide one meal to the Artist and provide non-alcoholic beverages during the performance. The Artist must notify the College in advance of any special dietary requests.

Lodging: If agreed upon, the College shall provide lodging for one night for the Artist. The College will pay for room and taxes. Any incidental charges, such as telephone, are the responsibility of the Artist.

Transportation: Transportation will be the responsibility of the Artist unless otherwise specified in this contract. In the event that transportation is at any time furnished by the College, then in consideration, the Artist and/or staff releases and forever discharges the purchases of and from all liability, claims, action, and possible causes of action and whatsoever that may occur to the Artist and/or staff or heirs of same from every and any loss, damage, and injury (including death) that may be sustained by the Artist and/or his/her staff and property of same during the course of said transportation.

Equal Opportunity: Rollins College is an Equal Opportunity Action institution and requires the same of its subcontractors.

ROLLINS COLLEGE ARTIST AGREEMENT

DATE: _____

THIS AGREEMENT between _____ ("Artist") and Rollins College ("College"), agree to the following terms and conditions for the engagement herein described below. This agreement represents the entire understanding between the College and the Artist. This document supersedes and replaces all previous understandings, verbal or in writing. Any addenda, additions, changes or amendments to this document must be made in writing, and approved by both parties.

- Name under which Artist operates: _____
- Artist shall perform on (date): _____
- Total amount payable to Artist: _____
- Artist shall be required to do _____ shows a day. Each show shall consist of _____ sets. The set shall be _____ in length, exclusive of intermission.
- Time of appearance: _____
Artist will arrive for load-in, set-up, and sound check no later than 1 hour before the start time of the appearance.
- Place of appearance (Building and Room): _____
- Sponsoring Organization (Name, #, Email): _____
- Artist must complete following:

Checks should be made payable to (and issued after performance in the form of a Rollins check): _____

Social Security Number or FEI: _____

Permanent mailing address of Artist or Representative: _____

- Artist can be located immediately prior to this engagement at (Give dates and phone contact numbers.): _____
- Artist or their representative must contact the College Sponsor at least 48 hours prior to the first appearance concerning approximate arrival time and method.
- Artist requires the following to be provided by College to assist his/her appearance:

Indicate sound and lighting requirements: _____

No. special equipment needed: _____

- The College Entertainment Rider is incorporated by reference and made a part of this Agreement.

Accepted For Artist by Artist or his/her representative:

Signature _____ Date _____

Accepted for Rollins College:

Signature _____ Date _____

Payment for any vendor:

d. If Rollins will be paying a vendor, the vendor must complete a W9 form. This is needed along with the completed contract (See **Contracts How To**) in order for a check to be requested from the Finance Office.

*The images are for your reference. Please request an electronic version from an OSIL staff member.

Form W-9 <small>(Rev. January 2002) Department of the Treasury Internal Revenue Service</small>	Request for Taxpayer Identification Number and Certification	<small>Give form to the requester. Do not send to the IRS.</small>
<small>Print or type See Specific Instructions on page 2.</small>	Name _____ Business name, if different from above _____ Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____ <input type="checkbox"/> Exempt from backup withholding _____ Address (number, street, and apt. or suite no.) _____ Requester's name and address (optional) _____ City, state, and ZIP code _____ List account number(s) here (optional) _____	
Part I Taxpayer Identification Number (TIN)	Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. <small>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</small>	
Part II Certification	Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). _____ Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)	
Sign Here	Signature of U.S. person ▶	Date ▶
<p>Purpose of Form A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. <p>If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities. <small>Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the</small></p> <p>What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return. Payments you receive will be subject to backup withholding if: 1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or</p> <p>5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only). <small>Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.</small></p> <p>Penalties Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal</p>		