

# CONTRACT REQUEST FORM

SPONSORING ORGANIZATION: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
CONTACT PERSON PHONE NUMBER \_\_\_\_\_ DATE CONTRACT NEEDED \_\_\_\_\_ DATE REQUEST SUBMITTED \_\_\_\_\_

WHAT EVENT IS THIS CONTRACT FOR \_\_\_\_\_

**Service Required: (please check one)**

☐ Create a contract to send to artist ☐ Complete the contract when it arrives from the artist

Students, faculty or staff requesting contracts from the Center for Campus Life Office **must complete** all the blanks in order to assure a quick and easy completion. **Please get the Contract Request Form to CCL in no less than fifteen working days**, and even more time if possible, **before** the artist is to perform or the agent is requesting the contracts. Contract requests received less than 10 business days before the event, cannot be guaranteed payment to the artist, the night of the event.

**No checks can be guaranteed on the performance date, if the completed contract and signed W9 is not received by CCL within 10 business days of the date of the performance. Otherwise, checks will be mailed after the date of performance.**

**REQUIRED INFORMATION**

\*Location **MUST BE RESERVED THROUGH RESERVATIONS** (See Grey Box Below)

Artist's Name (please print/spell correctly) \_\_\_\_\_

Agent's Name (please print/spell correctly) \_\_\_\_\_

Agent's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agent's Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date of Performance \_\_\_\_\_ Time of Performance \_\_\_\_\_ Location \_\_\_\_\_

Number of Sets \_\_\_\_\_ Length of Sets \_\_\_\_\_

Artist's Fee: \$ \_\_\_\_\_ Agent's Fee: \$ \_\_\_\_\_ Other benefits (Meals/Travel) \_\_\_\_\_

**Full name and address of individual/agency/act to whom the check is written to:** (Be exact about spelling) \_\_\_\_\_

Social Security # or Federal Tax ID # (THIS IS A MUST FOR PROCESSING) \_\_\_\_\_

Is the artist an employee of RIT? ☐ Yes ☐ No (If so, they must be paid through RIT payroll)

**\*Please be aware that:**

- **You must register** your event with **EVR** Monday through Friday 1-4:00 pm at the SAU Information Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and it's additional rider. Check for items such as food, beverage, dressing rooms, special lighting or stage props. After you have reviewed this, you may have concerns about how to provide these items. Contact the Center for Campus Life for an appointment at 475-7058 (V/TTY), so we may assist you. Also, Institute policy **does not** allow the purchase of any alcohol for the Artist's hospitality.
- You will receive a copy of the contract upon completion. You are responsible for reading and enforcing the contract along with your advisor, especially the rider which is attached from RIT and the agent.

**NOTE:** If the fee is less than \$1,000, the artist should be paid in full at the conclusion of the event. If the fee is more than \$1,000, payment will be written as two separate checks, each for one half of the total amount. The reason for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_