

BELLEVUE COMMUNITY COLLEGE
Bellevue, Washington 98007

PERFORMANCE AGREEMENT

Artist/Group _____ Event _____

Leader _____ Date of Performance _____

Time to Perform _____ Location of event _____

Contract Price _____ No. of Performers _____

Please check all that are included in contract price:

- Honorarium : (payment for services)
- Hotel
- Transportation : (airfare, airporter, taxi)
- Meals Circle : (B L D)
- Gas and /or mileage
- Other (please list) _____

Soc.Sec.No./Tax ID No. _____

Expenses not included in contract price,
please list under Special Arrangements and state
"Provided by BCC"

Check made out to: (Specify) Agent _____

Group _____

Leader _____

Payment shall be made by check and delivered personally or mailed to the designated individual on the business day following the event. An IRS W9 form must be filled out in order for check to be processed. Bellevue Community College also requires a minimum of fifteen (15) business days following receipt of signed Performance Agreement and IRS forms to order and receive check.

Special Equipment _____

Special Arrangements _____

Budget Number _____

Contractual Agreements:

1. Bellevue Community College reserves the right regulate sound level.
2. Any guest list must be submitted 24 hours prior to engagement.
3. Bellevue Community College reserves the right to receive full disclosure of money distribution (i.e. booking agent fee, manager fee.)
4. The College will not provide special equipment or make special arrangements unless agreement is made with activities office 48 hours prior to event.
5. Payment will not be made until equipment is removed and all College equipment returned.
6. The College Student Union will make risers available when required.
7. The Group or individual is responsible for all tax deductions.
8. Bellevue Community College assumes no responsibility for any payroll tax, surcharge or additional monies except those specifically agreed upon.
9. If any portion of the agreed upon contract is not filled, the entire check will be withheld. The contract will then be re-negotiated and a new check issued.
10. In the event of a dispute, the group will be represented either by a representative of the musicians union or the designated group manager or leader.
11. Promotional material must be furnished with return of contract.
12. The terms of this agreement may not be altered except by written agreement.
13. All performers must abide by Bellevue Community College policy (available upon request)

For College Use Only:

Signature of Activities Director

Signature of Purchasing Agent

Signature of Group Leader or Manager Date

Print Name of Group Leader or Manager

Street

City, State, Zip

Telephone

Please return all copies to designated department or the Office of Student Programs, C212, Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue, Wa. 98007.