Vendor ID#:	
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## PLYMOUTH STATE UNIVERSITY

17 High Street, MSC 17 Plymouth, NH 03264

STANDARD PERFORMANCE/PRESENTATION AGREEMENT		
Agreement made, on this date,		
ENGAGEMENT INFORMATION		
<b>Engagement Information</b>	Artist/Presente	er Information
Date(s) of Event Start & End Times	Mailing Street Address	
Event Title	City, State, Zip	
Description of Services	Phone	
Location (Bldg. & Room)	Email	
PSU Contact Name	Web Address (if applicable)	
PSU Contact Phone	Contact Name	
FEES AND COMPENSATION		
The Owner will compensate the Artist/Presenter for the performance/presentation according to the following conditions and pursuant to the details of this Agreement, none of which may be deleted or modified without written consent of both parties.		
1. Artist/Presenter fee: \$(A) Payable to: Payment shall be made immediately following the performance or presentation or as indicated:		
Date of engagement  Next regular pay cycle (Note: no invoice is required)		
2. Paid Expenses, if applicable, will include: ( <b>B</b> )  [Enter specific items with maximum amounts for each category]		
3. Total fee plus expenses shall not exceed (A	A+B): \$	
3. Total fee plus expenses shall not exceed (A	<b>A+B</b> ): \$	

**Promotion and Publicity:** The Artist/Presenter will supply the Owner with appropriate advertising/publicity materials such as photos, reviews, recordings at least two weeks prior to the Engagement.

Recording and Transmission: The Owner will make all reasonable efforts to prevent radio apparatus, recording or transmitting devices from being used during the Engagement in any manner or form. Requests for such apparatus or devices will be forwarded to the Artist/Presenter for written consent.

Compliance with University Policies: Artists/Presenters hereby agree to comply with any and all rules and regulations governing student contact at Plymouth State University. Specifically, the prohibition of alcohol and the prohibition of the possession of, use and/or sale of any controlled drug as designated by the U.S. Federal Government.

Cancellation: In the event that the Engagement must be cancelled on the part of the Owner the Artist/Presenter shall be respectively relieved of their obligation with respect to this performance. If the Engagement is cancelled by the Artist/Presenter (for other than an Act of God), the Artist/Presenter agrees to reimburse the Owner for any bona-fide expenses incurred.

*Indemnification:* The Artist/Presenter and Owner shall respectively defend, indemnify and hold each other harmless from and against any and all claims or lawsuits asserted for damages due to personal injury, death or property damage of the other party. This indemnification shall not extend to damages arising from negligence on the part of either party.

Governing Law: This agreement shall be governed by and interpreted in accordance with the laws of the State of New Hampshire.

**Special Conditions of the Engagement:** (Attach a separate sheet if necessary or write "N/A" if not applicable) In witness to this entire Agreement, the following signatures attest to acceptance of all Terms and Conditions contained herein: **PLYMOUTH STATE UNIVERSITY** ARTIST/PRESENTER **Department Contact** Printed Name Printed Name Signature Date Date Signature (must be at least 18 yrs. old) **Budget Manager Approval** (If different from department contact) Printed Name Signature Date **Authorized Signer** (PSU Contracts) Printed Name Signature Date **DEPARTMENT PROCESSING INSTRUCTIONS:** Department contact shall sign and obtain signature from the Artist/Presenter and then forward to psu-contracts@plymouth.edu. Funding source: \_

Fund

Org

Account

Program

Activity

Location