

**TUFTS UNIVERSITY  
PERFORMANCE AGREEMENT**

This is an agreement between \_\_\_\_\_  
(hereinafter the "Performer" ***this should be name of the person or company the final check will be payable to***) and the Tufts University Office for Campus Life ("OCL"). If the Performer consists of more than one person their obligations shall be joint and several and OCL may rely on the actions or statements of any one as binding on all. The Performer and OCL agree as follows:

- 1. Agreed Payment:** \_\_\_\_\_
- 2. Title of Event:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_  
**Location of Event:** \_\_\_\_\_  
**Starting Time:** \_\_\_\_\_  
**End Time:** \_\_\_\_\_

The Performer agrees to arrive no later than 60 minutes before each performance so that necessary arrangements can be made with OCL.

**3. Payment for Services:** As full payment for all goods and/or services provided by the Performer under this Agreement, OCL will pay the amount set forth above the signature lines of this Agreement. This fee is all inclusive and no other compensation, expense or reimbursement is owed to the Performer. The entire fee will be paid by Tufts University check(s) **upon completion by the Performer of all services**. Payment will not be released until all required paperwork is on file with the University. (*i.e. signed contract, w-9 form, or invoice if seeking payment after performance*).

**4. Personnel and Materials:** OCL will, at its expense, furnish for the rendering of service(s) all personnel, facilities, materials, and services normally made available by OCL for performances of this kind at the place of service named in this Agreement, including tickets, ticket takers, and ushers. OCL personnel will be available to the Performer for coordination at the time(s) when the Performer must be present as stated in Section 2 above. Unless otherwise agreed in writing between the Performer and OCL, all other personnel, equipment, facilities, materials, and services that the Performer may need will be furnished by the Performer at the Performer's expense.

**5. Independent Contractor Responsible for Acts/Omissions:** The Performer is acting as an independent contractor and not as an agent, principal, employee, servant or partner of OCL or of Tufts University. The Performer is solely responsible for management and payment of its employees, withholding of taxes and payment of all income taxes applicable to the products and services provided hereunder. The Performer is also responsible for any state and local performance taxes, which may be withheld from payment in accordance with Department of Revenue guidelines. Nothing herein creates an exclusive supplier relationship, or an employer/employee relationship, between the Performer and OCL nor can the Performer obligate OCL or Tufts University to any debts or commitments. The Performer agrees to indemnify, defend and hold harmless OCL and Tufts University, and their respective trustees, officers, employees and agents, from any and all claims, suits, costs, expenses (including

attorneys' fees), and damages paid or liability incurred for any alleged or actual injuries or damages (including personal injury, death, property damage, breach of contract or violation of rights or copyright, privacy or publicity) to the extent arising from the negligence or willful misconduct of Performer or its agents or employees.

**6. No Assignments:** Neither party may assign this Agreement or delegate its performance to another party without the prior written consents of the other party hereto.

**7. Insurance:** During any time that the Performer or its employees or agents are on Tufts' property, the Performer shall maintain in effect the following insurance coverage with an insurance company or companies authorized to do business in the Commonwealth of Massachusetts and approved by OCL. If the total honorarium is \$10,000 or more and/or the audience capacity is 1,000 people or more, then the Performer shall furnish OCL with a certificate of insurance containing a provision that such insurance will not be modified or canceled except upon thirty days written notice from the issuing insurance company to OCL. The Trustees of Tufts College must be named as an additional insured for coverage (c), comprehensive general liability insurance.

- (a) Workers' Compensation and Occupation Disease insurance in accordance with the laws of Massachusetts.
- (b) Employer's Liability insurance with a limit of \$500,000
- (c) Comprehensive General Liability insurance, including Personal Injury and Property Damage, the amount of a combined single limit of \$1 million each occurrence. Coverage must include the following:
  - (i) Premises-operations; (ii) Independent Contractors and subcontractors; (iii) Contractual Liability to insure the liability assumed under this contract; (iv) Broad form property damage; (v) Products Liability
- (d) Comprehensive Auto Liability, including Personal injury Protection and Property Damage in the amount of a combined single limit of \$1 million each occurrence. Coverage must include the following:
  - (1) Owned vehicles; (2) Leased vehicles; (3) Hired vehicles; (4) Non-owned vehicles.

**8. Force Majeure:** Both parties agree that if either OCL or the Performer is unable to fulfill its obligations due to any cause beyond its reasonable control (not including financial difficulties), including such things as damage to or destruction of the performance hall, severe weather rendering the performance(s) impossible, or verified serious illness of the personnel affiliated with the Performer rendering the services impossible, then any service(s) which cannot be conducted because of those circumstances need not be performed and neither party will be held liable for any damages as a result of that failure. In that circumstance no payment will be due to the Performer for those missed service(s), and any prior payments by OCL to the Performer on account of them, will be returned by the Performer to Tufts University immediately. If either party shall fail to perform its obligations hereunder in any material way that is not excused above, the party so failing shall be liable to the other party in damages.

**9. Special Needs:** The Performer agrees to provide OCL with any details of any special needs not less than 7 days prior to performance/rehearsals. OCL will advise the Performer if those needs do not fall under OCL's responsibilities in the Event Agreement. If the Performer wishes to make special arrangements at the Performer's expense to fulfill any such requirements which are not OCL's responsibility, OCL will attempt to coordinate with the Performer to that end but OCL need not modify any OCL facilities or policies or incur any added expense of its own.

**10. No Responsibility for Personal Property:** Tufts University and OCL are not responsible for the security of the Performer's personal property while on Tufts' premises.

**11. Amendment:** Any amendment to this Agreement or any Rider attached hereto shall only be binding if in writing and signed by both Parties.

**12. Waiver:** Failure or delay on the part of the Performer or OCL to exercise any right, power or privilege hereunder shall not operate as a waiver thereof.

**13. Merger/Integration:** This Agreement (and any exhibits incorporated herein and made part of this Agreement by reference) constitute the complete and exclusive statement of the understanding between the parties and shall supersede all prior writings or discussions.

**14. Choice of Law and Venue:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. Venue for any dispute arising under this Agreement shall be exclusively in the federal and state courts of the Commonwealth of Massachusetts.

**15. Use of Name:** The Performer shall not use the name "Tufts" or "Tufts University" or the name of any school or division thereof, or use any logo or insignia of or otherwise identify Tufts University or any school or division thereof, in any form of publicity or disclosure without the prior written consent of Tufts University, which consent may be withheld or granted by Tufts University in its sole and complete discretion at any time or times.

**16. Survival:** The provisions of paragraph 5 of this Agreement shall survive any termination of this Agreement.

**17. Riders:** The following attached rider(s) are incorporated herein by reference to this Agreement:

\_\_\_\_\_. To the extent any agreed additional provisions in the rider(s) conflict or are inconsistent with the terms of this Agreement, the terms of this Agreement shall prevail and take priority over any such additional rider provisions.

**18. Services to be Performed:** The Performer shall not arrive at the performance site noticeably under the influence of intoxicating beverages or illegal drugs, as determined by OCL in its sole discretion reasonably exercised. The Performer, and its agents, employees and support personnel, shall not use or possess firearms, alcoholic beverages or illegal drugs while on Tufts University premises. The use, display or possession of pyrotechnics, fireworks, flash powder, gun powder or any other explosive/flammable device or material or open flame, by the Performer, his agents, employees, support personnel, subcontractors or any other person is strictly prohibited at all times. The Performer agrees not to make any changes in the services or principal performers which the Performer has represented will be used without the advance consent of OCL. Violation of this paragraph shall be deemed a material breach of this contract.

19. Requests that do not have all required paperwork (*signed contract and w-9 form*) into the University within **14 days** of the event will require additionally to provide an invoice in order to receive payment.

20. All payments are Net 30 format per University Policy. Checks will be mailed to performer from the University, not held for pick-up.

PERFORMER: \_\_\_\_\_  
**(should be person or company final check will be payable to, W-9 Form must accompany this agreement)**

PERFORMER ADDRESS: \_\_\_\_\_

PERFORMER PHONE: \_\_\_\_\_

PERFORMER E-MAIL: \_\_\_\_\_

AGREED PAYMENT: \_\_\_\_\_

SPECIFIC REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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GROUP SPONSOR: \_\_\_\_\_

GROUP DEPT. ID #: \_\_\_\_\_

GROUP REP. NAME: \_\_\_\_\_

GROUP REP. PHONE: \_\_\_\_\_

GROUP REP. E-MAIL: \_\_\_\_\_

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Performer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

University Official Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

*NOTE: Students CANNOT sign contracts. Contracts must be signed by University Official from Campus Life or Purchasing Department.*

**ALL REQUESTS FOR PAYMENT WITH ALL REQUIRED PAPERWORK  
MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO PERFORMANCE.  
If less than 14 days, performer must also provide an invoice for services.**