General Performance Contract

This contract is for the personal services of speakers and performers on the engagement described below.

Made this the ___ day of _____________ between the undersigned representative of Williams College (purchaser) and ______________ (performer).

This engagement is being sponsored by ________________________ at Williams College.

The speaker/performer agrees to furnish the purchaser with services under the following terms:

1. Type of Event: ________________________________________________

2. Title/Topic: ___________________________________________________

3. Date: ______________________________

4. Event Schedule: EXAMPLE
   a. 4:15 PM - Informal Student Session – no preparation needed
   b. 7:00 PM – On-stage conversation, followed by audience Q&A
   c. 8:30 PM - Dinner with invited guests

5. Place of Performance/Event: ____________________________________

6. Anticipated Audience: __________________________________________

7. Performance/Event Fee: _______ Other expenses covered _________________.
   Payment shall be made by Williams College check unless Electronic Funds Transfer Form is submitted.

8. Technical Requirements:_________________________________________

9. Oral agreements cannot be honored and are superceded by this written contract; additional terms and conditions must be in writing, attached to this contract and signed by all parties; any modifications must be initialed and dated by both parties.

10. Performers/Speakers are responsible for their equipment, personal property, and the actions of their employees.

11. Performers/Speakers shall maintain insurance at appropriate levels.

12. Performers/Speakers agree to abide by all Williams College policies and procedures.

Carrie Greene
Williams College representative (PRINT)
Director of Commencement and Academic Events
880 Main St. Hopkins Hall
Williams College
Williamstown, MA 01267
Phone: 413-597-2347
Fax: 413-597-4720

Performers Name (PRINT)
__________________________________
City, State, Zip

__________________________________
Telephone
Fax

(Signature) (Signature)

FOR THE PRESIDENT AND TRUSTEES OF WILLIAMS COLLEGE

Please complete and return the attached W-9 form.
Payments for services will not be made until the form W-9 is received.