



Performance Agreement (Contract) for Reserving Entertainment

The preceding sections must be filled out **completely** in order to book all speakers, entertainers and guests.

This section is to be filled out by an LCC Representative

1. **ENGAGEMENT:** This agreement is being made this ____ day of _____, between Lower Columbia College and _____
2. **SERVICES THE GUEST WILL BE PERFORMING** (i.e. magician, musician):
3. **DATE OF EVENT:**
4. **TIME OF EVENT:**
5. **TIME OF ARRIVAL** (the guest must arrive at least a ½ hour early for set-up):
6. **LOCATION OF EVENT:**
7. **DESCRIPTION OF EVENT:**

8. REQUESTS:

9. TECHNICAL REQUIREMENTS:

10. SPECIAL CONDITIONS:

11. TOTAL AMOUNT FOR PAYMENT (if providing food, must include health permit fees):

12. NAME AND ADDRESS FOR PAYMENT:

13. FEDERAL ID OR SS#:

14. **IF PROVIDING FOOD:** If you are providing food for our event, you must contact the [Cowlitz County Health Department](#) to apply for a temporary health permit prior to sending this contract back to the ASLCC representative. **This is needed to be able to provide services for our event and ensure that you get reimbursed for the permit costs.**

Cowlitz County Health Department Contacted on _____

Amount of Temporary Permit \$ _____

IMPOSSIBILITY OF PERFORMANCE: In the event of cancellation due to means of transportation, riots, strikes, illness, epidemic or act of God, both parties shall be relieved of all responsibilities for the agreement. If for any reason, this contract is cancelled by LCC other than act of God or mutual consent less than two weeks prior to date of show, LCC agrees to pay Performer the full dollar figure as noted above in "Payment". If LCC chooses to reschedule the date after expenses for travel have been incurred, LCC will reimburse the Performer for any and all penalties and fees incurred. If the Show Date is cancelled by Performer, the Performer will reschedule date to the convenience of Performer and LCC and neither party will be penalized. All changes, additions and deletions to this written agreement must be initialed and dated.

This agreement and any attached rider, signed by both parties, constitute the entire agreement between the parties hereto.

LCC Representative

Director of Student Programs

Performer/Agent

Vice President of Student Services

CCOC Advisors: Please use this as a checklist for technical requirements.

Student Center

For events taking place in the Student Center, please contact **Paz Clearwater**: Student Activities office, 360.442.2443 or at pclearwater@lowercolumbia.edu to reserve:

- _____ Student Center Conference Rooms
- _____ Student Center Commons
- _____ Diversity/Equity Center
- _____ Clubs & Orgs Room
- _____ Projector with DVD or Computer Capability
- _____ Projection Screen (Commons)
- _____ Sound System
- _____ Microphone
- _____ Podium

If you have problems after 5pm, please contact the Information Technology Department at 360.442.2250.

Rose Center

To reserve rooms in the Rose Center or classrooms on campus, please contact **Jennie Castle**: Rose Center Room 107, (inside Art Gallery) at 360.442.2150 or at jcastle@lowercolumbia.edu.