

**Yale University Student Organization Standard Guest Artist Contract**

This Agreement is entered as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ (the "Organization"), a registered student organization of Yale University, a corporation organized and existing under and by virtue of a charter granted by the General Assembly of the Colony and State of Connecticut and located in New Haven, Connecticut and \_\_\_\_\_ ("Artist"). In consideration of the promises and mutual covenants contained herein, the parties hereby agree as follows with respect to Artist's participation in \_\_\_\_\_ (name of Event) (the "Event") organized by the Organization and held on the Yale University campus.

**Details of the Event:**

- a. Date/s: \_\_\_\_\_
- b. Time/s of Event/s: \_\_\_\_\_
- c. Length of Event/s: \_\_\_\_\_
- d. Fee: \_\_\_\_\_
  - i. Check Payable to: \_\_\_\_\_
- e. Date and Time of First Arrival on campus: \_\_\_\_\_
- f. Primary Contact:
  - i. For Organization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Middle Agent Name and Contact Information (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ii. For Artist:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- g. Expenses (if applicable):
  - i. Lodging:
  - ii. Meals:
  - iii. Transportation:

1. **Payment.** Provided that the Organization's representative (identified above) receives this signed Agreement at least two weeks prior to the Event, all payments owed by Organization to Artist will be made on Organization check *after* the Event. If this signed Agreement is received less than two weeks before the Event, monies owed will be sent by overnight mail no later than two weeks after the conclusion of the Event.
2. **Taxes.** Please see the attached rider regarding tax withholdings, which is fully incorporated herein and made a part of this Agreement.

3. **Dressing Room and Hospitality.** The Organization will make reasonable, good faith efforts to provide the dressing room requirements and hospitality indicated in the Artist rider, if any. Artist further recognizes that Organization is prohibited from providing Artist with any alcoholic beverages or tobacco products or paraphernalia while on campus. Unless specified on the cover page, transportation, meals, and housing arrangements shall be the sole responsibility of Artist.
4. **Event Technical Requirements.** If Artist has requested in an addendum or rider attached to this Agreement that Organization provide sound equipment, stage equipment, lighting, or any other equipment for the Event, Organization will use its reasonable efforts to provide it. If Organization is unable to obtain the exact equipment, lighting or other equipment requested by Artist, Organization and Artist will work together to find suitable replacement equipment. Organization does not warrant that the equipment requested by Artist will be sufficient for Artist's specific needs. Organization shall not be responsible for equipment requests not specifically stated in an addendum or rider attached to this Agreement.
5. **Advertising.** Organization shall have complete control over advertising, billing, and promotion of the Event. Artist agrees to furnish, at its own expense, advertising and promotional materials to the extent that Artist has such materials available for distribution. Artist further hereby grants Organization and Yale University the right to use Artist's name, recorded voice, biographical materials, pictures, and likeness for advertising, promotion, and publicity purposes in connection with the Event (collectively, "Artist Promotional Materials"). Artist represents and warrants that: (a) Artist has all rights and licenses necessary to grant to Organization and Yale University the foregoing rights in the Artist Promotional Materials; and (b) none of the Artist Promotional Materials infringes any intellectual property, privacy or publicity rights of others or is otherwise unlawful.
6. **Sponsors.** Organization reserves the right to engage outside sponsors for this engagement. Artist may not engage outside sponsors for any portion of the Event without the prior written permission of Organization.
7. **Reproduction of Event.** Neither party may broadcast, photograph nor record any portion of the Event in any medium without the written consent of the other party; provided, however, that Organization shall be entitled to make an archival record of the Event in any medium. Organization shall use reasonable efforts to deny entrance to any persons carrying audio or video recording devices, but Organization does not guarantee that such recordings will not be made.
8. **Performance of Services.** Artist will render all services provided hereunder in a professional manner, subject to Organization's reasonable direction and control. Artist shall have creative control over the Event's production, presentation and artistic performance; provided, however, that Artist shall not engage in any violent or obscene behavior, nor shall Artist encourage or entice patrons to engage in violent, destructive, or riotous behavior. The parties acknowledge and agree that the right to control all other

aspects of the Event, including sound levels, are exclusively reserved to the Organization and Yale University.

9. **No Agency Relationship.** It is agreed that the Artist signs this contract as an independent contractor and not as an employee. This contract shall not, in any way be construed so as to create a partnership, or any kind of joint undertaking or venture between the parties hereto.
10. **Compliance with Laws.** Artist agrees to comply with all federal, state, and local laws and regulations applicable to activities conducted pursuant to this Agreement. Organization will similarly comply with all applicable laws and labor regulations.
11. **Conduct of Personnel.** While at any location of Yale University, Artist and his/her agents shall comply with all reasonable requests, standard rules and regulations communicated to Artist regarding personal and professional conduct.
12. **Security.** Organization will provide reasonable security for the Artist and the Artist's equipment.
13. **Risks of Participation.** Artist understands that participation in the Event involves risks that Organization and Yale University cannot eliminate, including, among others, risk of property damage, illness, bodily injury, permanent disability, and death. [list other risks specific to the Event, e.g., transportation involved, use of equipment, etc.]
14. **Assumption of Risk.** Artist voluntarily takes responsibility for all risks of participating in the Event.
15. **Release.** In exchange for participation in the Event, Artist releases Organization, Yale University, their trustees, officers, employees, trainees, students, volunteers and agents (collectively, "Organization Releasees") from all legal and financial responsibility for any harm that Artist, or Artist's property, might suffer as a result of Artist's participation in the Event, even if the harm is caused by Organization's and/or Yale University's negligence.
16. **Use of Organization and Yale Name.** Artist may not, at any time prior to, during, or after the end of this Agreement, use any name, logo, insignia or trademark of Organization or Yale University or any of its departments, schools or units for any purpose without prior written consent. Except as expressly set forth in this Agreement, no

license or other right to any intellectual property of Organization or Yale University shall be granted hereunder by implication, estoppel or otherwise.

17. **Merchandise.** Artist may not sell merchandise on Yale University's campus.
18. **Pyrotechnics.** Artist may not use any pyrotechnics, fireworks, or other similar special effects in the course of the Engagement.
19. **Force Majeure.** Neither party shall be liable to the other for any delay or default in performing hereunder if such delay or default is caused by conditions beyond such party's reasonable control including, but not limited to, Acts of God, wars, strikes and severe weather conditions.
20. **Insurance.** If Artist carries commercial general liability insurance, Yale University shall be listed as an additional insured and written evidence thereof shall be provided thereto prior to the execution of this Agreement.
21. **Liability.** Organization and Yale University shall not be liable for lost profits, work stoppage, or any other special, indirect, or consequential damages of any kind.
22. **Indemnification.** Artist shall indemnify, defend and hold the Organization Releasees harmless from (that is to say, Artist agrees to pay or reimburse the Organization Releasees for) any costs, penalties, legal fees or judgements ("Costs") that any Organization Releasee has to pay related to Artist's participation in the Event, even if the Costs resulted from such Organization Releasee's negligence.
23. **Governing Law.** This Agreement is governed by and interpreted in accordance with the laws of the state of Connecticut, without regard to its conflicts of law principles. All disputes arising out of this Agreement hereunder shall be resolved in the applicable state or federal court in New Haven, Connecticut. The parties consent to the jurisdiction of such courts and waive any jurisdictional or venue defenses otherwise available. Under no circumstances will any disputes arising out of the interpretation or performance of this Agreement be subject to arbitration.
24. **No Assignment.** This Agreement cannot be assigned or transferred without the written consent of both parties.
25. **Exercise of Rights.** Artist agrees to exercise all rights under this Agreement reasonably.
26. **Amendment.** This Agreement may only be amended in writing, signed by each of the parties hereto and specifically referring to this Agreement.
27. **Execution of Agreement.** This Agreement may be executed in multiple counterparts. This Agreement will not be held unenforceable if signatures are exchanged electronically.

28. **Signature.** Artist agrees that Artist has read and understood this Agreement, and Artist is competent to sign it and does so voluntarily and without relying on anything Organization or Yale University wrote or told Artist except what is written above.

IN WITNESS WHEREOF, the parties have caused the signature of their duly authorized representatives to be affixed hereto, as of the date specified below:

**FOR ARTIST (Before you sign this Agreement, please read it carefully because it affects your legal rights. You understand that you are free not to sign this Agreement.)**

\_\_\_\_\_  
Signature

Name (in print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR ORGANIZATION:**

\_\_\_\_\_  
Signature

Name (in print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Tax Rider

### Taxes: State of Connecticut income tax, and U.S. Federal tax withholding for Nonresident Aliens

#### a. State of Connecticut Income tax

If the Organization contracts to pay a performer or performing entity more than \$1,000 for a performance or series of performances conducted in Connecticut, State of CT statutes mandate that a Designated Withholding Agent (Organization) is required to withhold CT income tax at the rate of 6.99% of the gross payments to the performer or performing entity (Artist). The State of CT defines a Performer/Performing Entity as “any corporation, partnership, limited partnership, or limited liability company that employs, engages, or is composed of one or more performers.”

Certain reductions or waivers of this tax withholding may be available.

**To apply for a waiver of tax withholding, Artist must complete and return the Form CT-590** (Artists who are not eligible for waivers can apply for reduced withholding using Form CT-588) to either the Organization or the Connecticut Department of Revenue Services (“CT DRS”) as applicable (explained below). **Forms that are required to be sent directly to CT DRS must be submitted at least 14 days prior to the earlier of the date of the performance or the date of the payment.** Forms that are required to be sent directly to the Organization should be submitted upon the signing of this Agreement. **It is the sole responsibility of the Artist to submit this paperwork for a waiver or reduction of CT Athlete/Entertainer withholding.**

Form CT-590: *Athlete/Entertainer Request for Waiver of Withholding*  
<http://www.ct.gov/drs/lib/drs/forms/2015withholding/ct-590.pdf>

If Artist signs any part of section I, return form to **Designated Withholding Agent** (see 2 c) at the same time that this signed agreement is returned to the Organization.

If Artist signs any part of section II, return form **directly to the Connecticut Department of Revenue Services (CT DRS)** at the address provided on the form.

Form CT-588: *Athlete/Entertainer Request for Reduced Withholding*  
<http://www.ct.gov/drs/lib/drs/forms/2015withholding/ct-588.pdf>

Use only if Artist does not qualify for a full waiver of withholding.  
**Return form directly to the Department of Revenue Services (DRS).**

Form instructions:

<http://www.ct.gov/drs/lib/drs/publications/pubsp/2015/ps2015-5.pdf>

#### b. U.S. Federal tax withholding for Nonresident Aliens (NRA) for U.S. Tax Purposes

Per Internal Revenue Service (IRS) regulations, a 30% federal income tax withholding rate applies to the gross amount of U.S. source income paid to a NRA. The rate can be reduced or waived pursuant to a tax treaty between the U.S. and the country of the Artist’s tax residency. Each treaty is unique and complex and may have dollar amount limits

associated with the benefit. If a treaty benefit applies, the appropriate treaty form must be completed and include a U.S. taxpayer identification number.

If this agreement is between the Organization and either a NRA Artist or a NRA manager, or on behalf of a NRA Artist, please complete the forms as directed below. **Forms and paperwork must be received by the Designated Withholding Agent (see 1c) at least TWO MONTHS prior to the performance.**

**To be completed by the FOREIGN ENTITY (not an individual) receiving payment(s) from the Organization:**

Form W-8BEN-E: *Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)*

<https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

[Additional Forms W-8, as appropriate, may be found at](https://www.irs.gov)

<https://www.irs.gov>

**To be completed by the INDIVIDUAL NRA ARTIST(s) receiving payment(s) from the Organization:**

Form W-8BEN: *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*

<https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

International Information Form (IIF)

Must include copies of available immigration documents (passport ID page, copy of visa if available). Copies of visa stamp and I-94 Admission Record must be provided upon arrival at Event.

**c. Designated Withholding Agent information for forms:**

Agent name:

Employer ID number:

CT Tax registration number:

Agent address:

Telephone: