

The College Association of Hunter College Contract

CUNY By-Laws require that this agreement **must** be used whenever a student organization is contracting for payment of fees to a speaker or performer and other individuals rendering services.

AGREEMENT between a student organization chartered by the _____ Student Government and _____ in person, or by a representative who exhibits, in advance, properly set forth written authorization that he/she/it has written authority to enter into this specific agreement for the specific date and time stated below and at the specific terms set forth; and if signed by the agent, he/she/it guarantees performance under those terms and on date and time set forth below:

1. Date of performance event: _____
2. Time-length of performance of event: _____
3. Place of performance or event: _____
4. Nature of performance or event (details-how many persons in orchestra or other event): _____

5. Equipment: (to be supplied by whom) _____

6. Security services: (who is to pay for security) _____

7. Costs of advertising: (who is to pay) _____
8. Costs of travel, hotel, etc.: (who is to pay) _____
9. Amount of payment to be made: * _____
10. Method of payment in full:
 - a. At one time:(date) _____
 - b. If several payments: (dates of each) _____
 - c. Time of Final Payment: (date) _____
11. Neither party hereto shall have the right to cancel, except upon written agreement of the other.
12. This agreement shall not be operative until an authorized person from The College Association of Hunter College has signed this agreement at the place indicated prior to the event (see Nicole Hector, Room 214 TH).
13. Miscellaneous Terms: _____

Please Note: HUNTER COLLEGE AND THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, IN NO WAY, ACCEPTS RESPONSIBILAITY OF THIS AGREEMENT FOR PERFORMANCE OR PAYMENT OF ANY SUMS DUE. THE PARTIES TO THIS AGREEMENT ARE THE SOLE GUARANTORS OF EITHER PAYMENT OR PERFORMANCE, AND WILL NOT LOOK TO THE COLLEGE ASSOCIATION OF HUNTER COLLEGE, HUNTER COLLEGE OR CITY UNIVERSITY OF NEW YORK FOR ANY PAYMENT.

Amount To Be Paid: _____

Payable To: (Please Print) _____

Social Security Number: _____

Address: _____

Phone Number: _____

INSURANCE: The contractor shall maintain the following insurance and provide proof of such coverage in advance of the performance of services: _____

RIDERS: The contractor further agrees to be bound by any riders attached to this document as indicated and initialed.

Student Organization Representative – President

Student Organization Representative – Treasurer

Contractor or Authorized Representative – Title

Reviewed by College Association Representative – Title

* The maximum permissible fee for any performer or speaker shall be determined by the appropriate student government or student organization. One the fee is authorized, The College Association representative will contact the Business Office to encumber the money expressly for this contractual obligation.

SECURITY: Security for an event, if held on College premisis, shall be under the control and supervision of the College. There shall be not frisking or searches.

<http://studentweb.hunter.cuny.edu/clubs/HCCA/contractexamples.htm>

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