

Club & Organization Contract Request Form

Student Activities Office

Parsons Union Building

Lock Haven University

2018-2019

THIS IS NOT A CONTRACT

Information provided on this form will be used to create a contract! This request ***must*** be completed and submitted at least ***two weeks*** prior to the event.

Requestor Information:

Club/Organization Name: _____ Today's Date: _____

Requestor Name: _____ Email Address: _____

Requestor Signature: _____ Cell Phone Number: _____

Purpose for the contract: _____

Performer/Service Provider Information:

Performer/Service Provider Name: _____

Agency: _____ Agency Phone #: _____

Address: _____ Agency Fax #: _____

_____ Agency Email: _____

Performance Information:

Date of Performance: _____ Time of Performance: _____

Location of Performance: _____ Performance Duration: _____

Performer Expected Arrival Time: _____

Have you reserved the facility? Yes No ***(If no, you are responsible for reserving the facility prior to submitting this form.)***

Budget Information:

Negotiated Performance Fee: \$ _____

List Contract Inclusions **(check all that apply)**: Hotel Travel Meals Other: _____

(Please attach a copy of all riders included with the contract)

What account will you use to pay for the performer? Budget Account Special Account

****Students & Advisors are NOT permitted to sign contracts!****

Club President Signature: _____

Club Treasurer Signature: _____

Club Advisor Signature: _____

Office Use Only: Date Received: _____ Date Processed: _____ Approved By: _____
--