

Dealing with Contracts

Students are not authorized by the University to negotiate contracts on behalf of the University or University organizations. If your organization wants to sponsor an artist, you need to contact the Director of Student Life and Leadership to negotiate contracts on behalf of your organization. Below are items you should consider prior to meeting with the Director of Student Life and Leadership:

- Know possible available dates you have with various facilities. Keep an updated list of those dates so you may refer to it when talking to an agent.
- Know your facilities and their appropriateness to the event. Know their limitations, their seating capacities, and production capabilities.
- Know your budget: Ask the agent if the figure includes or excludes production costs, meals, lodging, and other rider requirements.
- All payments to the artist will be in the form of a University check and will be given to the appropriate party **AFTER** the show.

The following are a list of contractual requirements and restrictions applied to all contracts:

- Austin Peay State University does not allow deposits for payment.
 - All payments must be in the form of a University check and presented to the artist or artist representative **after** the performance. Under no circumstance is cash allowed.
- Austin Peay State University is not allowed to purchase alcohol as part of the artist's contract requirements.
- The artist(s) and artist employees must abide by all state laws and University policies concerning fire code regulations and decibel levels.