**Grays Harbor College  
OFFICE OF STUDENT LIFE**

1620 Edward P. Smith Drive

Aberdeen, WA 98520

**Request for Contract Services**

This agreement made and entered into this **Today’s Date**, by and between Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen, WA 98520, hereinafter referred to as the College and **First/Last Name & Mailing Address + City, State & Zipcode,** hereinafter referred to as the Contractor. The Parties herein do mutually agree to the following:

**Event Contact Person: Phone:** **Email**

1. Scope of Service. Contractor will provide:
2. Sound system provided by artist? Yes, or No
3. Period of Performance. The period of **performance** under this contract will be **Day of Week, Month, Date, Year and time of engagement.** The facility will be available for load-in, rehearsal/sound check at \_\_ \_\_\_\_\_\_\_\_\_.
4. If a rehearsal and/or sound check is not required, artist/group must make their whereabouts known to the College at least 60 minutes prior to the performance time.
5. The College expressly reserves the right:
   * 1. To control the manner, means and details of the performance by the artist/group.
     2. To operate and control the sound system and to regulate sound level during the performance.
6. Compensation. In consideration of the Contractor’s performance of the scope of service, the College agrees to pay the Contractor **$Dollar amount (dollar amount written out) description of what it is (i.e. Video presentation, acoustic guitar concert)**, only after said services have been received, and a completed W-9 has been received prior to the event. The grand total awarded to contractor will not exceed **$Dollar amount(dollar amount written out).** Payment shall be made by the College and delivered immediately after the performance or mailed to the designated individual on the business day following the event. To be agreed upon at the time of contract: Mail or Deliver?
7. Expenses beyond above compensation provided by the College: **No additional expenses**
8. Indemnification. The Contractor agrees to indemnify, defend and save harmless the State of Washington, Grays Harbor College, its Board of Trustees, officers, agents and employees from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract. The provisions of this paragraph shall survive any termination or the expiration of this contract.
9. Contractor must abide by the College’s policies (available upon request).
10. The artist/group shall be notified in writing of such non-appropriation at the earliest opportunity.
11. Compliance with Law. In the course of performing this contract, the Contractor agrees to comply with all state and federal laws including, but not limited to, laws related to nondiscrimination.
12. Governing Law. The laws of the State of Washington shall govern this contract.
13. Insurance. Grays Harbor College is an agency of the State of Washington. As an agency of the state, we are required to be self-insured.
14. Changes. It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties.
15. Acceptance. The parties acknowledge that they have read and understand this agreement including any supplements or attachments and do agree thereto in every particular. The parties further agree that this agreement constitutes the entire agreement between all parties and supersedes all communications written or oral heretofore related to the scope of this agreement.
16. Each party to this agreement shall be responsible for its own acts and/or omissions and those acts of its officers, employees, representatives and agents. Neither party shall be responsible for the acts and/or omissions of those from the other party.

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| --- | --- | --- | --- | --- |
| Account No | Sub-Obj | Amount | Account Manager | Account Manager Signature |
|  |  |  |  |  |

Contractor or Business Tax Identification Number (if business)

Address Social Security Number (if individual)

City, State, Zip Contractor’s Telephone

Contractor Signature Contractor’s Printed Name

**Aaron Tuttle, 360 538-4078**

Grays Harbor College Contact and Telephone Vice President for Student Services Signature

**Please return all copies to the Office of Student Life**

**1620 Edward P. Smith**

**Drive, Aberdeen, WA 98520   
or via fax at 360-538-4293.**