(SAMPLE OFFER LETTER)

(MUST BE FINALIZED ON OFFICIAL ORGANIZATION OR UNIVERSITY LETTERHEAD)

Date

Agent/Middle Agent/Artist or Speaker Name
Address

Dear ____________________:

(Student organization) of Purdue University would like to make an offer to (artist/speaker) to (perform/speak) in (facility) on the campus of Purdue University on (date and time). We are offering compensation of (amount) plus local hospitality and ground transportation, if needed (list any specific terms here). (Explain what your event will encompass and discuss why you are asking the artist or speaker to participate). A ticket price of ____________ will be charged for this event. These funds will be used for ______________ (i.e. to defer the cost of the event, to support a particular charity, etc.).

We are pleased to offer you this invitation and request a response no later than (date and time). This offer is valid through (date) and is subject to final approval by Purdue University. Please note additional contractual conditions (see below). If you have questions or need additional information, please contact (student organization advisor name and contact info).

Sincerely,

(Name)
(Student organization)

Contractual conditions include, but are not limited to, the following:

Insurance: Purdue University is self-insured; it does not name others as additional insured under our policies. Artist is to be paid for performing on our premises and shall maintain their own insurance coverage. REQUIRED: Artist will provide to Purdue University, at least ten (10) days prior to the Engagement, a Certificate of Insurance which provides evidence of general liability, auto liability and workers compensation insurance coverage which apply to acts arising out of this Engagement, including rehearsal periods and post-production periods. Such coverage shall be with companies which hold a Best’s rating of not less than “A”, and shall be in amounts not less than the following:

- General Liability > $1,000,000 aggregate for bodily injury, property damage, personal injury and sexual molestation
- Auto Liability > $1,000,000 aggregate (if providing own transportation for activities contracted in this Engagement)
- Workers Compensation > Per Indiana State Statute

This certificate must include the name and date of the event, and list “The Trustees of Purdue University” as certificate holder. Additional insurance may be required for events that include pyrotechnics.

International Artist Tax Information: International artists and/or company members are subject to Internal Revenue Service (IRS) Federal Withholding Taxes at the rate of 30% of gross income unless a Central Withholding Agreement (CWA) or other IRS approved reduction or exemption from withholding certificate (e.g., W-8BEN) has been provided to Purdue University not less than 30 days prior to the performance date. Individuals travelling under a valid work visa must apply for a U.S. Social Security Number (SSN). If denied, an Individual Tax Identification Number (ITIN) for solo artists or an Employer Identification Number (EIN) for organizations must be obtained.