

(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 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 per occurrence for bodily injury, property damage or personal injury*
- *Auto Liability > \$1,000,000 per occurrence*
- *Workers Compensation > Per State Statute*

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.