**MUSIC PERFORMANCE AGREEMENT**

**BETWEEN**

**CONTRACTOR**

**AND**

**MIDDLE TENNESSEE STATE UNIVERSITY**

1. **Agreement Overview & Engagement Terms**
2. Agreement Overview, Parties, & Engagement Terms. This Music Performance Agreement (“Agreement”) is entered into and effective as of the date of the final signature below by and between **MIDDLE TENNESSEE STATE UNIVERSITY** (“Institution”) and [**INSERT NAME OF AGENCY; IF NO AGENCY INSERT NAME OF ARTIST]**. The term “Contractor” refers collectively to the individual artist, **[INSERT NAME OF ARTIST]** (the “Artist”), as well as any agency, agent, band, crew, or representative executing this Agreement on their behalf. The Contractor and any such agency, representative, or affiliated personnel shall be jointly and severally responsible for compliance with all terms and obligations set forth in this Agreement. The Institution and the Contractor are sometimes referred to individually as a “party” and collectively as the “parties.”
3. Scope of Contractor’s Services. The Contractor agrees to provide a musical performance (the “Event”) as outlined in this Agreement. The specific details of the Event, including the schedule, timeline, and performance requirements, are set forth in Exhibit A, which is incorporated by reference and made a part of this Agreement.
4. Term. This Agreement shall commence on the date of execution (“Effective Date”) by both parties and shall remain in effect until the completion of the Event scheduled to take place under this Agreement, including any necessary post-event obligations, unless earlier terminated in accordance with the terms of this Agreement. Notwithstanding the foregoing, the total term of this Agreement shall not exceed one (1) year.
5. **Financial & Payment Terms**
6. Compensation Overview. The Institution will pay the Contractor a Fee of $[INSERT PAYMENT AMOUNT] USD (“Service Fee”) for all services rendered under this Agreement. This Service Fee includes all travel-related costs, with no additional reimbursement for travel expenses. No advance payment or deposit will be made under this Agreement. As a public institution, the Institution is exempt from most Tennessee taxes, including but not limited to Tennessee Sales Tax and Tennessee Property Tax. The Contractor is responsible for ensuring invoices do not include any taxes from which the Institution is legally exempt. A tax exemption certificate will be provided upon request.
7. Invoice Submission and Payment Processing. Payment(s) will be processed via ACH transfer on a NET 30 business day basis after all of the following conditions have been met:
   1. A conforming invoice is received via email at [**invoice@mtsu.edu**](mailto:invoice@mtsu.edu).
      1. A conforming invoice is one that includes all of the following required elements:
         1. The Contractor’s full legal name, business address, and a reference to Middle Tennessee State University.
         2. A unique invoice number and invoice date.
         3. The Institution-issued purchase order (“PO”) number.
         4. A detailed description of the goods or services provided, including relevant dates.
         5. The total amount due, itemized if necessary.
   2. The Contractor has completed and submitted the ACH payment form [[click here]](https://dynamicforms.ngwebsolutions.com/Submit/Start/00c55841-604c-46b5-afd9-495046e97867?SSO=N). If the link fails, please manually enter the following URL into your web browser: https://dynamicforms.ngwebsolutions.com/Submit/Start/00c55841-604c-46b5-afd9-495046e97867?SSO=N. Along with the form, please ensure all required supporting documents (i.e., voided check, deposit slip with the Contractor’s name, or bank statement) are also submitted through the Institution’s website.
   3. The Contractor has fully performed under this Agreement.

**Until these conditions are satisfied, the Institution has no obligation to make payment and will not be liable for any delays or non-payment.**

1. Compliance for Non-Resident Alien Contractors. If the Contractor is a non-resident alien, payment will not be processed by the Institution until the Contractor has completed and submitted the Institution’s Foreign National Information Form, along with the appropriate documents, including the Internal Revenue Service (“IRS”) Form W-8BEN.
2. Maximum Financial Obligation. The Institution’s maximum financial obligation (“MFO”) is limited to the Service Fee. This provision establishes the maximum amount the Institution will be required to pay under this Agreement and serves as a limitation of the Institution’s financial liability. Any increase in this maximum financial obligation shall only occur through a written amendment executed by authorized representatives of both parties.
3. **Event Logistics & Performance Control**
4. Performance Control and Institutional Authority. The Contractor retains full control over the details and manner of the performance. However, the Institution reserves the right to interrupt or terminate the performance, in whole or in part, if it determines, in its sole discretion, that such action is necessary to maintain security or ensure compliance with federal, state, or local laws, regulations, or Institution policies. Such interruption or termination shall not affect the Institution’s payment obligations under this Agreement, except when the action is required due to the Contractor’s failure to comply with applicable laws or Institution policies of which the Contractor has been informed. In such cases, payment may be withheld.
5. Rider Compliance**.** The Institution will make its best efforts, in accordance with reasonable and industry standards, to adhere to any rider provided by the Contractor, including but not limited to technical riders, so long as it does not conflict with the terms of this Agreement. The Contractor is responsible for providing all up-to-date and complete rider details, including technical requirements and equipment needs, prior to the event. Failure to do so will result in the Contractor bearing any additional costs necessary to procure or adjust equipment or fulfill other rider provisions. The Institution shall only be bound by the terms of a rider if it has been expressly reviewed, agreed to in writing, and incorporated into this Agreement.
6. Contractor Equipment Responsibility. The Institution assumes no responsibility for the Contractor’s equipment, instruments, costumes, or other property. The Contractor is solely responsible for the security, maintenance, and insurance of its property at all times. The Institution shall not be liable for any loss, theft, damage, or destruction of such items, regardless of cause. Any equipment provided by the Institution for the performance shall remain under the Institution’s complete supervision, direction, and control. The Institution will only accept custody of the Contractor’s property if expressly agreed to in writing, and in such instances, its liability shall be limited solely to loss or damage resulting from its own negligence.
7. Responsibility for Damages. The Contractor shall be liable for any damage to the Institution’s premises, equipment, or property caused by the acts, omissions, or negligence of the Contractor, its agents, employees, patrons, guests, or any person admitted to the premises by the Contractor. The cost of such damages shall be the Contractor’s responsibility and may, at the Institution’s discretion, be deducted from the fee payable under this Agreement.
8. **Legal & Compliance Provisions**
9. Liability of the Institution. The Institution shall have no liability except as specifically provided in this Agreement. The Contractor acknowledges and agrees that any rights or claims against the Institution or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
10. Hold Harmless. The Contractor agrees to indemnify and hold harmless the Institution, as well as its officers, agents, and employees, from and against any and all claims, liabilities, losses, and causes of action of any kind—including, but not limited to, those related to copyright infringement—which may accrue or result to any person, firm, corporation, or other entity that may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Agreement. The Contractor further agrees that it shall be liable for the reasonable cost of attorneys for the Institution if such services are required to enforce the terms of this Agreement or otherwise enforce the Contractor’s obligations to the Institution, including defense against any claims of copyright infringement. In the event of any such suit or claim, the Institution shall provide the Contractor with written notice, and the Contractor shall have the full right and obligation to conduct its own defense. The Contractor shall also provide all necessary assistance to the Institution in its defense. Nothing contained herein shall be deemed to grant the Contractor, through its attorney(s), the right to represent the Institution in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106.
11. **Compliance with** Institution **Policies**. The Contractor agrees to comply with all applicable Institution policies, rules, and regulations, as well as all relevant federal, state, and local laws. Institution will provide the Contractor with copies of, or access to, any specific policies relevant to the Contractor’s activities under this Agreement. The Contractor is responsible for reviewing these policies and ensuring full compliance, including but not limited to policies related to **safety, security, facility use, sales, and conduct.**
12. Accessibility. Institution is committed to providing accessible information, materials and technologies to assure that individuals with disabilities have access to university resources comparable to access that is available to others.
13. **Music Performance and Copyright Compliance**. If music is to be performed, the Contractor warrants that all necessary copyright and royalty licenses have been obtained from ASCAP, BMI, SESAC, and any other applicable performing rights organizations or copyright owners for the performance covered under this Agreement. The Institution shall promptly notify the Contractor of any copyright-related claims brought against the Institution or the State of Tennessee. Any settlement or resolution of such claims involving the Institution, or the State shall be subject to approval by the appropriate State officials as required by law.
14. Sales and Use Tax. The Contractor certifies that the Contractor has either registered with the State of Tennessee’s Department of Revenue for or does not make sales of goods or services that are subject to the collection of Tennessee sales and use tax, as required by Tenn. Code Ann. § 12-3-306, and will provide proof of compliance upon request.
15. Non-discrimination. The Contractor shall abide by all applicable Federal and State law pertaining to discrimination and hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of the Agreement or in the employment practices of the Contractor on the grounds of classifications protected by Federal or State law.
16. Conflict of Interest. The Contractor warrants that no part of the total Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Agreement. The Contractor acknowledges, understands, and agrees that this Agreement shall be null and void if the Contractor is, or within the past six months has been, an employee of the State of Tennessee or if the Contractor is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.
17. Data Privacy**.** Contractor warrants that they will not collect, access, use, store, or disclose any “Personal Information” as defined herein. If Contractor inadvertently receives such information, they must immediately notify the Institution and follow its instructions for secure deletion or return.
    1. Definition of Personal Information. “Personal Information" means non-public personally identifiable information provided to Contractor by or at the direction of Institution, or to which access was provided to Contractor by or at the direction of Institution, in the course of Contractor's performance under this Agreement that: (i) identifies or can be used to identify an individual including, without limitation , names, signatures, addresses, telephone numbers, e-mail addresses and other unique identifiers; or (ii) can be used to authenticate an individual including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, financial account numbers, credit report information, biometric or health data, answers to security questions and other personal identifiers and expressly excludes Directory Information (as defined by the Institution). Where applicable, “Personal Information” may also mean any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
18. PCI-DSS Compliance. If the Contractor will accept credit or debit cards in its performance under the Agreement, Contractor agrees that it will at all times during the performance of the Agreement comply with current Payment Card Industry Data Security Standards (PCI-DSS standards).
19. Insurance.
    1. General Insurance Requirements. The Contractor shall maintain insurance coverage as specified in this Section. The Institution reserves the right to amend or require additional insurance coverage, coverage amounts, and endorsements required under this Agreement. The Contractor’s failure to maintain or submit evidence of insurance coverage, as required, is a material breach of this Agreement. If the Contractor loses insurance coverage, fails to renew coverage, or for any reason becomes uninsured during the Term, the Contractor shall immediately notify the Institution. All insurance companies providing coverage must be: (a) acceptable to the Institution; (b) authorized by the Tennessee Department of Commerce and Insurance (“TDCI”); and (c) rated A- / VII or better by A.M. Best. All coverage must be on a primary basis and noncontributory with any other insurance or self-insurance carried by the Institution. Contractor agrees to name the Institution as an additional insured on any insurance policy with the exception of workers’ compensation (employer liability) and professional liability (errors and omissions) insurance. All policies must contain an endorsement for a waiver of subrogation in favor of the Institution. Any deductible or self-insured retention (“SIR”) over fifty thousand dollars ($50,000) must be approved by the Institution. The deductible or SIR and any premiums are the Contractor’s sole responsibility. The Contractor agrees that the insurance requirements specified in this Section do not reduce any liability the Contractor has assumed under this Agreement.
    2. Specific Coverage Provisions. To achieve the required coverage amounts, a combination of an otherwise deficient specific policy and an umbrella policy with an aggregate meeting or exceeding the required coverage amounts is acceptable. For example: If the required policy limit under this Agreement is for two million dollars ($2,000,000) in coverage, acceptable coverage would include a specific policy covering one million dollars ($1,000,000) combined with an umbrella policy for an additional one million dollars ($1,000,000). If the deficient underlying policy is for a coverage area without aggregate limits (generally Automobile Liability and Employers’ Liability Accident), Contractor shall provide a copy of the umbrella insurance policy documents to ensure that no aggregate limit applies to the umbrella policy for that coverage area. In the event that an umbrella policy is being provided to achieve any required coverage amounts, the umbrella policy shall be accompanied by an endorsement at least as broad as the Insurance Services Office, Inc. (also known as “ISO”) “Noncontributory—Other Insurance Condition” endorsement or shall be written on a policy form that addresses both the primary and noncontributory basis of the umbrella policy if the Institution is otherwise named as an additional insured.
    3. Certificate of Insurance and Proof of Coverage. Contractor shall provide the Institution a certificate of insurance (“COI”) evidencing the coverages and amounts specified in this Section. The COI must be on a form approved by the TDCI (standard ACORD form preferred). The COI must list each insurer’s National Association of Insurance Commissioners (“NAIC”) number and be signed by an authorized representative of the insurer. The COI must list Middle Tennessee State University, 1301 East Main Street, Murfreesboro, TN 37132-0001 USA as the certificate holder. Contractor shall provide the COI ten (10) business days prior to the Effective Date and again thirty (30) calendar days before renewal or replacement of coverage. Contractor shall provide the Institution evidence that all subcontractors maintain the required insurance or that subcontractors are included under the Contractor’s policy. At any time, the Institution may require Contractor to provide a valid COI. The Parties agree that failure to provide evidence of insurance coverage as required is a material breach of this Agreement. If Contractor self-insures, then a COI will not be required to prove coverage. Instead, the Contractor shall provide a certificate of self-insurance or a letter, on Contractor’s letterhead, detailing its coverage, policy amounts, and proof of funds to reasonably cover such expenses. The Institution reserves the right to require complete copies of all required insurance policies, including endorsements required by these specifications, at any time.
    4. Notification and Documentation Requirements. The Institution agrees that it shall give written notice to the Contractor as soon as practicable after the Institution becomes aware of any claim asserted or made against the Institution, but in no event later than thirty (30) calendar days after the Institution becomes aware of such claim. The failure of the Institution to give notice shall only relieve the Contractor of its obligations under this Section to the extent that the Contractor can demonstrate actual prejudice arising from the failure to give notice. This Section shall not grant the Contractor or its insurer, through its attorneys, the right to represent the Institution in any legal matter, as the right to represent the Institution is governed by Tenn. Code Ann. § 8-6-106.
    5. Comprehensive Insurance Requirements. The insurance obligations under this Agreement shall be: (1)—all the insurance coverage and policy limits carried by the Contractor; or (2)—the minimum insurance coverage requirements and policy limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and minimum required policy limits, which are applicable to a given loss, shall be available to the Institution. No representation is made that the minimum insurance requirements of the Agreement are sufficient to cover the obligations of the Contractor arising under this Agreement. **The Contractor shall obtain and maintain, at a minimum, the following insurance coverages and policy limits**.
       1. Commercial General Liability Insurance. The Contractor must maintain Commercial General Liability Insurance with the following coverage levels:
          1. A minimum of $1,000,000 per occurrence limit for liability arising from property damage, premises and operations products and completed operations, bodily injury, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
          2. A minimum of $3,000,000 general aggregate limit for all covered occurrences within the policy period.
20. **Event Operations & Institutional Rights**
21. Control of Stage Announcements. The Institution reserves the exclusive right to make or approve all stage announcements during the event.
22. **Concessions, Parking, & Merchandise Sales.** The Institution retains exclusive rights to all concessions and parking, including but not limited to food, beverages, and checkroom services. The Contractor may sell merchandise, including souvenir items or programs, only with the Institution’s prior written approval, which must be obtained at least twenty-one (21) days before the engagement. The Institution reserves the right to deny or revoke such approval at its sole discretion. The Contractor shall not sell merchandise if the Institution has an existing agreement granting another party the exclusive right to sell that type of merchandise on campus (e.g., books, catering). It is the Contractor’s responsibility to verify with the Institution whether such exclusive agreements exist before seeking approval for sales. If approved, the Contractor is solely responsible for providing all necessary staff, equipment, and materials for merchandise sales unless the Institution expressly agrees in writing to provide assistance. The Contractor is also solely responsible for collecting, reporting, and remitting any applicable sales taxes. The Institution assumes no responsibility or liability for any tax obligations (including Contractor income taxes) related to merchandise sales.
23. Alcohol Policy. The Institution will not purchase or provide alcoholic beverages under any circumstances. Sponsoring members and Institution staff are not obligated to obtain or supply alcoholic beverages for the Contractor, regardless of the source of funds. Additionally, the Contractor is strictly prohibited from possessing or consuming alcoholic beverages while on the performance site.
24. Safety and Audience Interaction. The Artist agrees to maintain the highest standards of safety and professionalism. The Artist shall neither invite nor bring any audience members, including students, onto the stage, nor throw, launch, or distribute any objects, materials, or substances into or towards the audience during the event, unless prior written consent has been obtained from the Institution. Non-compliance with these terms may lead to the immediate cessation of the performance, which shall not constitute a breach of contract by the Institution.
25. **Recording and Use of Performance**
    1. **Promotional and Educational Use.** The Institution shall be allowed to take photos and short videos of the event for non-commercial use only, without the need for a separate written agreement. By executing this Agreement, the Artist grants the Institution permission to upload such photos and videos to the Institution’s social media platforms during and after the event. The Institution may also use this content for **educational or promotional purposes** in connection with its programs and activities. All such content must include appropriate credits to the Artist. The Institution shall not edit or alter the recordings in a manner that misrepresents the Artist or the performance.
    2. **Copyright and Ownership.** The Institution does not acquire any ownership, copyright, or intellectual property rights in the recordings of the performance. The Institution may retain copies solely for **promotional or educational** purposes as defined in this Agreement. This provision does not grant the Institution any rights to edit, alter, distribute, sell, license, or otherwise commercialize any part of the recordings without proper authorization from the rightful copyright owner.
    3. **Unauthorized Use.** The Institution shall not be held legally responsible for any unauthorized recordings or distribution of the Artist’s performance by any third party for whom the Institution is not legally responsible for under Tennessee law.
26. **Termination & Force Majeure**
27. Termination for Convenience. The Institution may terminate this Agreement, without cause for any reason. Termination under this Section shall not be deemed a Breach of Contract by the Institution. The Institution shall give the Contractor at least thirty (30) days’ notice in accordance with the notice provision herein, before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the Institution be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount based upon such termination.
28. Termination for Cause. If the Contractor fails to perform its obligations under this Agreement in a timely or proper manner, or if the Contractor violates any terms of this Agreement (“Breach Condition”), the Institution shall have the right to immediately terminate this Agreement upon written notice in accordance with the notice provision herein and withhold payments in excess of fair compensation for completed services (if any). At its discretion, the Institution may allow the Contractor a specific period to cure the breach before termination becomes effective. Termination does not relieve the Contractor of liability for damages sustained by the Institution due to the breach, and the Institution retains all rights to seek additional remedies as allowed by applicable law.
29. Force Majeure. If a party’s performance is prevented, rendered impossible, or infeasible due to a Force Majeure Occurrence, including but not limited to Artist illness (other than minor illness), Artist serious injury, an Act of God, any act or regulation of a public authority or bureau, civil unrest, strike, epidemic, pandemic (e.g., if the Governor of Tennessee prohibits live in-person events), inclement weather severe enough to pose a threat to public safety as determined by local public authorities, interruptions or delays in transportation services, war conditions, emergencies, or any other cause beyond the reasonable control of the parties, the following procedures shall apply:
    1. Notification and Automatic Termination. If a Force Majeure Occurrence prevents, renders impossible, or makes performance infeasible, the affected party shall notify the other party as soon as reasonably possible in accordance with the notice provision herein. Upon compliance with the notice provision herein, this Agreement shall be deemed immediately terminated, and no party shall have any further obligations (including Institution payment obligations) or liabilities under this Agreement.
30. Immediate Termination for Reputation. The Institution may immediately terminate this Agreement if the Contractor engages in conduct that could reasonably be construed as negatively affecting the Institution's reputation or public image. In such cases, the Institution will endeavor, but is not obligated, to provide prior notice to the Contractor. Upon such immediate termination, the Contractor shall only receive compensation for satisfactory services provided up to the termination date and will not be entitled to additional damages or compensation.
31. **Administrative & Legal Provisions**
32. Required Approval. The Institution is not bound by this Agreement until it is executed by its authorized official(s). The person signing on behalf of the Contractor represents that they are authorized to enter into this Agreement on behalf of the Contractor named in the Agreement. The parties agree that the Agreement may be executed in counterparts, executed electronically, and transmitted electronically.
33. Governing law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee without regard to its conflict of law provisions.
34. Audit. The Contractor shall maintain documentation for all charges against the Institution under the Agreement. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under the Agreement, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Institution, the Comptroller of the Treasury, or their duly appointed representatives. Any financial statements required by the Agreement shall be prepared in accordance with generally accepted accounting principles.
35. Debarment and Suspension. The Contractor certifies, to the best of its knowledge and belief, that it and its principals:
    1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;
    2. have not within a three (3) year period preceding this Agreement been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with, obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
    3. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in subsection (b) of this certification; and
    4. have not within a three (3) year period preceding this Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default.
36. Iran Divestment Act. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief the Contractor is not on the list created pursuant to Tenn. Code Ann. § 12-12-106. The Contractor further certifies that it shall not utilize any subcontractor that is on the list created pursuant to Tenn. Code Ann. § 12-12-106.
37. Illegal Immigrants. Tenn. Code Ann. § 12-3-309 prohibits State entities from contracting to acquire goods or services from any person who knowingly utilizes the service of illegal immigrants in the performance of the Agreement and by signing the Agreement, the Contractor attests, certifies, warrants, and assures that the Contractor shall not knowingly utilize the services of illegal immigrants in the performance of the Agreement and will not knowingly utilize the services of any subcontractor, if permitted under the Agreement, who will utilize the services of illegal immigrants in the performance of the Agreement.
38. Agency. If the undersigned is an agent acting on behalf of the Contractor, it warrants that it has the authority to execute this Agreement on behalf of the Artist and further warrants that the Artist has agreed to be bound by the terms and conditions stated herein.
39. Notice.
    1. For a notice or other communication under this Agreement to be valid (unless exempted from notice herein), it must be in writing and delivered (1) by hand, (2) by a national transportation company, with all fees prepaid, (3) by registered or certified mail, return receipt requested and postage prepaid, or (4) by electronic mail (email), with confirmation of receipt (such as a manual reply or read receipt).
    2. Subject to sub-section (d) below, a valid notice or other communication under this Agreement will be effective when received by the party to which it is addressed. It will be deemed to have been received as follows:
       1. if it is delivered by hand, delivered by a national transportation company, with all fees prepaid, or delivered by registered or certified mail, return receipt requested and postage prepaid, upon receipt as indicated by the date on the signed receipt;
       2. if it is sent by email, upon the sender receiving a reply email from the recipient acknowledging receipt, or, in the absence of such a reply, proof that the email was sent to the correct email address and not returned as undeliverable;
       3. if the party to which it is addressed rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then upon that rejection, refusal, or inability to deliver.
    3. For a notice or other communication to a party under this Agreement to be valid, it must be addressed using the information specified below for that party or any other information specified by that party in a notice in accordance with this section.

Contractor: Notices to the Contractor shall be sent to the Contractor's last known email address or physical address as provided by the Contractor to the Institution at the time of contract execution or as later updated by written notice to the Institution.

Institution: Middle Tennessee State University

1301 E. Main St.,

Cope Admin. Bldg., Ste. 114

Murfreesboro, TN 37132

ATTN: Contract Office – Notice

E-mail: Andrew.Vance@mtsu.edu; with a copy to Zach.Lebarts@mtsu.edu and [Sherry.Preston@mtsu.edu](mailto:Sherry.Preston@mtsu.edu)

* 1. If a notice or other communication addressed to a party is received after 4:30 p.m. CST on a business day at the location specified in the address for that party, or on a day that is not a business day, then the notice will be deemed received at 8:00 a.m. CST on the next business day.

1. Entire Agreement and Additional Terms. This Agreement constitutes the entire understanding and agreement between the parties with respect to the subject matter herein and supersedes all prior and contemporaneous agreements, negotiations, representations, and understandings, whether oral or written. The Institution shall only be bound by any terms, provisions, or requirements set forth in any agreements, riders, addenda, or other documents provided by the Contractor if such terms are expressly disclosed to, reviewed, and agreed to in writing by the Institution prior to the execution of this Agreement. Any such terms must be incorporated into this Agreement in writing and signed by the Institution to be enforceable. No modification, amendment, or waiver of any provision of this Agreement shall be valid unless made in writing and signed by both parties. In the event that the Contractor maintains terms and conditions on its website, software, invoices, or any other external document, such terms shall not apply to the Institution unless expressly incorporated into this Agreement. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

In witness whereof, the parties, through their authorized representatives, have affixed their signatures below.

**CONTRACTOR MIDDLE TENNESSEE STATE UNIVERSITY**

Signature: Signature:

Printed Name: Printed Name: For Alan R. Thomas

Title: Title: VP, Business & Finance

Date: Date:

**EXHIBIT A**

**EVENT DETAILS**

This Exhibit A is incorporated by reference into the **Performance Agreement**.

**1. Event Overview**

PLEASE FILL IN THE INFORMATION REQUESTED BELOW. DELETE THE INSTRUCTIONS IN RED ONCE COMPLETE.

* **Event Title:** [INSERT CONCERT NAME OR ARTIST NAME]
* **Date(s):** [INSERT PERFORMANCE DATE(S)]
* **Location:** [INSERT VENUE NAME & FULL ADDRESS]
* **Venue Capacity:** [INSERT MAXIMUM ATTENDANCE]
* **Ticket Price(s):** [INSERT PRICE TIERS OR RANGE]
* **Merchandise Sales:** [Yes/No – If Yes, specify terms and approval requirements]
* **Age Restrictions:** [All Ages / 18+ / 21+ / Other]
* **Radius Clause:** [Specify any restrictions on nearby performances before/after this event]
* **Event Sponsor(s):** [List any sponsors, if applicable]

**2. Schedule of Events**

ENTER PRECISE INFORMATION FOR EACH ACTIVITY BELOW, INCLUDING LOAD-IN, SOUND CHECKS, PERFORMANCE TIMES, AND OTHER RELEVANT DETAILS. DELETE THE INSTRUCTIONS IN RED ONCE COMPLETE.

Below is the anticipated timeline of activities for the Event. The schedule is subject to reasonable modifications as mutually agreed upon by both parties.

| **Time** | **Activity Description** | **Location** | **Notes (if applicable)** |
| --- | --- | --- | --- |
| [HH:MM AM/PM] | Load-in / Setup | [Location] | [Notes] |
| [HH:MM AM/PM] | Sound Check | [Location] | [Notes] |
| [HH:MM AM/PM] | Doors Open | [Location] | [Notes] |
| [HH:MM AM/PM] | Performance Start Time | [Location] | [Notes] |
| [HH:MM AM/PM] | Intermission (if applicable) | [Location] | [Notes] |
| [HH:MM AM/PM] | Performance End Time | [Location] | [Notes] |
| [HH:MM AM/PM] | Meet-and-Greet (if applicable) | [Location] | [Notes] |
| [HH:MM AM/PM] | Load-out / Equipment Removal | [Location] | [Notes] |

**3. Scope of Performance**

PLEASE COMPLETE AS APPROPRIATE FOR THE EVENT. DELETE THE INSTRUCTIONS IN RED ONCE COMPLETE.

The Artist’s participation in the Event may include, but is not limited to, the following activities:

* **Live musical performance** (Specify **set length** and number of sets, e.g., “90-minute performance with no intermission” or “two 45-minute sets with a 15-minute intermission”)
* **Meet-and-greet with audience** (if applicable, subject to prior approval)
* **Merchandise sales** (if applicable, subject to prior approval)
* **Media interviews** (if applicable)

**4. Technical & Logistical Requirements**

PLEASE COMPLETE AS APPROPRIATE FOR THE EVENT. DELETE THE INSTRUCTIONS IN RED ONCE COMPLETE.

* **Sound System Requirements:** [Specify, e.g., PA system, monitors, microphones, DI boxes]
* **Lighting Requirements:** [Specify, e.g., stage lighting, special effects, follow spot]
* **Stage Setup:** [Specify, e.g., risers, backdrop, drum kit location]
* **Backline Equipment Provided by Institution (if any):** [List provided instruments or gear]
* **Venue-Provided Staff:** [List, e.g., sound engineer, lighting technician, stagehands]
* **Security Requirements:** [Specify, e.g., barricades, artist escorting, crowd control]
* **Dressing Room / Green Room Requirements:** [Specify if applicable]
* **Hospitality Requirements:** [List meals, beverages, etc., if applicable]
* **Load-in / Load-out Instructions:** [Specify access points, parking for touring vehicles, etc.]

**5. Additional Notes**

PLEASE LIST ANY SPECIAL CONSIDERATIONS, ACCOMMODATIONS, OR REQUIREMENTS FOR THE EVENT. IF THERE ARE NONE, INSERT "NONE." DELETE THE INSTRUCTIONS IN RED ONCE COMPLETE.