



Service Agreement

Event Name:		Event Date:
Location:	Time(s):	Shop Time:
Sound Check/Rehearsal Time:	Sponsoring Org/Dept:	
Contact Person:	Telephone:	Email:

Cornell Productions (CP) shall, on a rental basis, furnish, install, and remove the following equipment:

Labor: _____
 Sound Eq: _____
 Lighting Eq: _____

Estimate: _____ Cash __ Check __ CU Account #: _____

By signing this agreement, the sponsor guarantees that s/he is a properly authorized representative of the sponsoring organization/department, has read, understands and agrees to all terms outlined below and agrees to the estimate of cost listed above with the understanding that actual costs may vary. This contract must be signed and returned to CP no less than 48 hours prior to the scheduled event start time for services to be rendered. Alternatively, an email confirmation will be regarded as a binding agreement to this contract. Cancellation notification must be received at least 48 hours prior to the shop time via email (productions@cornell.edu). Fifty (50) percent of the agreed upon fee will be due to Cornell Productions for cancellations of less than 48 hours.

FOR SPONSOR

 Signature

 Date

 Print Name

1. All CP price estimates are based on descriptions of required services (listed above) as described by the event sponsor to CP management. Day of show equipment and labor requests may be available at an additional fee pending availability.
2. If last minute equipment requests are large enough to warrant the presence of additional CP staff, sponsors are responsible for an additional fee of \$15 per person per hour (or partial hour) of additional labor above initial written estimate pending availability of staff.
3. CP is not responsible for delays in performances caused by last minute equipment requests.
4. Estimates are based on time schedules provided by event sponsors. CP reserves the right to terminate events at scheduled finish times if adequate overtime labor is not available. If overtime labor is available, sponsors are responsible for \$15 per person per hour (or partial hour) of additional labor above initial written estimate.
5. CP reserves the right to terminate services due to University regulations regarding scheduling of buildings.
6. Acceptance of the equipment listed above by the sponsor will constitute acknowledgement that it has been received in proper working order. The sponsor further agrees that the equipment will be returned to CP in the same appearance and condition as received, ordinary wear and tear expected. The sponsor will be responsible for any charges resulting from misuse or negligence of the equipment by sponsor or members of the sponsor's group.
7. Should any equipment become inoperative for any reason, CP will make every reasonable effort to restore the equipment to adequate operating condition.
8. The sponsor agrees to provide security for all CP equipment at all times, subject to the approval of CP. This is to include, but not limited to, the spotlight positions (if used), mixing position, backstage, and storage areas.
9. For the event, CP shall provide personnel for the operation of all equipment as listed above, unless CP and sponsor agree otherwise. All CP crewmembers shall be given all area access for the event.
10. CP will not provide stagehands, curtain operators, stage managers, or communication systems.



11. Sponsor is responsible for ensuring proper access to the venue for date(s) and time(s) listed above with proper intervals for CP equipment setup and removal before and after event time. If elevator is inaccessible, CP reserves the right to either assess an additional fee of \$30 per CP employee or discontinue event services with a fifty (50) percent discount of the estimate cost.
12. CP's obligation to provide services for this engagement is subject to the detention of, or prevention of by sickness, accident, acts of higher beings, riots, strikes and all other events out of CP's control.
13. During outdoor events, CP reserves the right to cancel their services or require relocation to rain venue if the weather in any way threatens the equipment or the safety of CP personnel at the discretion of the CP event manager. Sponsor will then be responsible for rental costs and actual labor costs incurred by CP.
14. Payment in full of the fee listed above plus any additional charges incurred shall be paid upon completion of the event. Payment shall be made by cash (up to \$250.00), check (payable to Cornell Productions), or through a journal account transfer made on the date of the event. If SAFC funding is to be used, the Direct Charge Authorization Form must be properly completed and presented to CP staff upon signing of this contract at the conclusion of the event.
15. If cash, check, SAFC Direct Charge Authorization Form, or University account number is not provided for the full amount of event cost upon completion of the event, CP will take the following actions:
 - a. Assess ten (10) percent of event cost at conclusion of show.
 - b. Assess five (5) percent per business day, up to fifty (50) percent that one of the above is not received via email (productions@cornell.edu) or in Box 30, Willard Straight Hall on the same day before 5 pm.
 - c. If payment is not received within one month following the event, CP will submit the event charge plus all finance charges to the University collections department, which will also assess additional finance charges.
16. All discounts of event pricing are awarded solely at the discretion of CP management.
17. Specialty Sound Equipment:
 - a. Cordless and lapel microphones require seven (7) business days notice and an additional \$100 ea. non-refundable fee to cover rental costs.
 - b. Seven (7) business days notice and an additional \$25 non-refundable fee are required for all Digital Audio Tape (DAT) recordings.
18. Lighting Equipment:
 - a. If available, CP will provide spotlights and spotlight operators according to contract.
 - b. All lighting cues must be provided in CP worksheet form such that all cues are able to be entered and practiced by CP staff no less than thirty (30) minutes before scheduled event start time if no rehearsal is available.
 - c. Additional lighting equipment may be available day of show at an additional fee, to be determined by the event manager, pending availability and feasibility. CP is not responsible for delays in event start times caused by last minute equipment requests.
19. Changes in event start times:
 - a. If request is received more than forty-eight (48) hours in advance of event shop time, resulting changes in labor will be made at standard hourly labor charge.
 - b. If request is received between forty-eight (48) and two (2) hours in advance of event shop time, resulting changes in labor will be refunded at fifty (50) percent of standard hourly labor rate.
 - c. If request for additional hours required is received after forty-eight (48) hours prior to new event shop time, a rate of \$15 per each additional hour per person will be applied, pending availability of CP staff.
 - d. If request is received less than two (2) hours in advance of event shop time, no refund of labor charges will be provided.

By signing this agreement, the sponsor warrants that s/he is a properly authorized representative of the sponsoring organization/department and has read, understands and agrees to all terms outlined above, and agrees to pay CP the amount written below.

Event Cost: _____ Additional Fees: _____ Final Cost: _____

FOR SPONSOR

FOR CORNELL PRODUCTIONS

Signature Date

Signature Date

Print Name

Print Name