Entertainer and Public Speaker Contracts

I. Use the following procedures when requesting contracts for services from entertainers or public speakers who will appear at University facilities:

A. Submit original sets of the contract with the requisition to Purchasing through Accounting Services.
   1. It is preferred that the entertainer/speaker sign the UWM Contract for Entertainers and Public Speakers. This form is an Acrobat fill and print version available at the Purchasing Forms page.
   2. If the vendor cannot sign the UWM Contract for Entertainers and Public Speakers, the UWM Contract Rider for Entertainers and Public Speakers should be given to the vendor for signature. Attach original sets of the vendor contract and UWM Rider to the requisition sent to Purchasing through Accounting Services. This form is an Acrobat fill and print version available at the Purchasing Forms page.
   3. Certain public speakers and entertainers may fit a high risk profile. Insurance certificates may be required from the contractor for the engagement.

B. Contracts may only be signed by persons who have received prior authorization for contract signature. Unauthorized signing of contracts may pose personal liability to the employee signing the contract since they are not acting within the scope of their employment. All Purchasing Agents in the Purchasing Office have signature authority for procurement transactions.
   1. Many contracts require a modification of certain clauses in the contract. These may include (1) hold harmless and indemnification clauses; (2) provisions for payment of taxes; (3) late fees and interest clauses; and (4) payment of legal fees in the event of contract disputes.
   2. To assist efficiency for contract signature and processing of requisition or direct payment, there are several things departments may check prior to forwarding to Purchasing:
      a. Ensure that the entire (both sides) contract is attached.
      b. Allow enough time for changes to be made on contract and full agreement by both parties agreed before date of use. Failure to allow sufficient time for the Purchasing Office to obtain a contract with evidence of agreement to acceptable terms puts the University and the campus entity requesting the agreement at risk. Plan Ahead.
      c. Ensure that the contract forwarded to Purchasing is legible.
      d. Make it very clear to the entertainer/speaker that 6% of payments to non-resident entertainers could be withheld. See section 24 of the attached
entertainment contract. It is the responsibility of the entertainer to supply the waiver and work directly with the Department of Revenue to obtain that waiver for UW Milwaukee. Refer the entertainer or entertainer's agent to Department of Revenue Publication 508.

3. Contracts may be signed by the authorized contract authority prior to issuance of requisition. Contact Purchasing as this is the preferred method when time allows. Often entertainers require contract signature months or a year in advance of date of performance. All contract signatures, changes and riders may be prepared and signed by both parties prior to issuance of a requisition or direct payment request.

C. A complete contract contains the original signature of both parties and original initials and dates of both parties on any changes to the sets of contracts in possession of both parties to the contract.

II. The following are links to information references regarding contracting and contract liability as it relates to contracting for entertainers and public speakers:

A. Guidance regarding the contract review process and signature authority is published by Legal Affairs on its Signature Authority page.


C. Guidance regarding insurance requirements for high risk entertainers and public speakers is published in the UW System Risk Management Manual.

Questions regarding contracts relating to procurements should be addressed to Purchasing.

Questions regarding review of contract documents and signature authority should be addressed to the Office of Legal Affairs (x 4278).

Questions regarding insurance coverage should be addressed to Risk Management.