

Performer and Service Provider Contract Matrix

Type of Event	Payment Method	Contract Type	Insurance Requirement
Performer without Equipment (see definitions below)	Disbursement Voucher Note: Use object code 6615 for payments	Performer without Equipment Contract	Signed contract which includes indemnification is required in lieu of certificate of insurance
Performer with Equipment (e.g., bubble machines, inflatables, dry ice machines, lighting, performer supplied stages, magician's equipment, disappearing boxes, helium tank, etc.)	Purchase order	Performer with Equipment Contract and Statement of Work	Standard requirements apply. Certificate of insurance is required.
Major concert events	Disbursement Voucher	Refer to Office of University Counsel for contract review. Recommend inclusion of engagement letter and major concert addendum.	Office of University Counsel will work with Risk Management and Insurance to define requirements for insurance. Certificate of insurance is required.
Services Provider (e.g., massage, henna, face painting, spa services, pedicures, manicures)	Purchase order	Services Provider Contract and Statement of Work	Standard requirements apply. Certificate of insurance is required.
Service Provider – graphic design, videography	Purchase order	Service Provider Contract for Graphic Design, Videography	Signed contract which includes indemnification is required in lieu of certificate of insurance
Service Provider – writing, editing, indexing	Disbursement voucher	Service Provider Contract for Writing, Editing, Indexing	Signed contract which includes indemnification is required in lieu of certificate of insurance
Service Provider – photographer, artist, illustrator	Purchase order	Service Provider Contract for Photographer, Artist, Illustrator	Signed contract which includes indemnification is required in lieu of certificate of insurance
Service Provider – language translation and interpretation (including sign language)	Disbursement voucher	Service Provider Contract for Deaf or Foreign Language Translation	Signed contract which includes indemnification is required in lieu of certificate of insurance

Standard Insurance Requirements:

- General liability insurance subject to at least limits of \$1,000,000 each occurrence and \$2,000,000 aggregate with Cornell University named as “additional insured”

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- Automobile liability subject to limits of not less than \$1,000,000 combined single limit for each accident.
- Workers' Compensation insurance under the laws of the State of New York or statutory by appropriate state. Coverage "B" Employers Liability must have limits of at least \$1,000,000 per accident for bodily injury and disease.

Definitions:

Performer without equipment – Individual(s) who performs for entertainment at a public event, includes disc jockey, clown, small band with instruments only, comedians, musicians with instruments only, mimes, etc.

Performers with equipment – Individual(s) who performs for entertainment at a public event, includes disc jockey, clown, or small band (with instruments and equipment) that could create a liability for the university such as bubble machines, inflatables, dry ice machines, lighting, performer supplied stages, magician's equipment (disappearing boxes), helium tank, comedians, musicians, mimes, etc.

Major concert events – large, public entertainment events held in venues such as Bailey Hall or Statler Auditorium. Consult the University Counsel's Office regarding a contract. Do not use a generic contract.

Statement of Work (SOW) – includes scope, duties, deliverables, timeframe, and location of services.

Use of BSC procurement card is allowed as indicated on each contract.

Caution:

When paying for services that require a purchase order, always consult Buying Manual Section 700. The attestation section of the contract must be completed by the service provider, caterer, or performer to determine if a service provider should be classified as an employee or an independent contractor (vendor). If the entertainer is an employee in the Department of Music or Department of Performing and Media Arts, contact tax@cornell.edu.