

Entertainment “Stage Acts” Contract Worksheet

This worksheet does not apply to contracts for entertainment coordinator services. Entertainment coordinator contracts are subject to bid requirements.

Check off each item, as it is completed and/or added to the contract package.

- 1 - Std. 215 “Agreement Summary”** – Completed form. Include justification for multi-year contract, if applicable.
- 1 - Evidence of Insurance** – If applicable - insurance certificate or page showing CFSA master certificate approval.
- 1 - Contractor Certification Clauses Form** – Completed and signed by contractor.
- 1- Board Resolution or Delegation of Authority**
- 3 - Std. 213 “Standard Agreement” Forms**
- Submit 3 completed signed copies of the Std. 213 with all applicable items completed as required.
- Completed Exhibit A - Scope of Work (on Std. 213 itself or attached to each copy).
- Completed Exhibit B - Budget Detail and Payment Provisions (on Std. 213 or attached to each copy).
- Authorized signatures of contractor and DAA CEO on each copy of Std. 213.
- Termination Without Cause language added if applicable.
- Any changes made to documentation initialed by both parties.

Attach and incorporate the following exhibits into the contracts:

- CFSA Insurance Requirements form if applicable.
- Entertainment Contract Attachment.

Note: If contract is over \$5,000, a “Contract Award Report”, Std. 16 form, must be sent to the Department of Fair Employment and House, 2014 “T” Street, Suite 210, Sacramento, CA 95814