McCormick Catering, Hotel, and Restaurant Contracts
July 12, 2013

CONTRACT SUBMISSION PROCESS

- Before you forward any contract, scrutinize it to ensure that all details are correct. Initial the signature area so that we know you have reviewed the contract.

- At least 2 weeks prior to the event date, send the contract and an email that includes the event name, location, and reason for the event to the Events Coordinator. Please also notate if alcohol will be served.

- Events Coordinator will review the contract terms and either send it back for revisions or forward to Alice Kelley for final signature. Note that McC Administration will NOT keep a copy of the contract so be sure that you do.

CONTRACT TERMS

Deposit/Payment Schedule
- Confirm that payment and deposit can be made via check.
- Negotiate the deposit due date if necessary.
  - Remember that the contract may take a few days to get signed before you can enter the requisition.
  - Always check the vendor table to ensure there is enough time to add a new vendor and still make your deadline.

Room Blocks
- Confirm the cut-off date for reservations. Rooms are generally released after this date.
- Some hotels allow you to release any extra rooms by a certain date without penalty. Others will charge you for the agreed upon number which means you will pay for any rooms not reserved by guests.

Minimum Food & Beverage Revenue
- Aim low. You can always increase your guest count, but once you agree upon a minimum you cannot subtract from that number.

Final Count Due Date
- Generally 3 business days in advance.
- You can increase the guest count until this day.

Tax
- If you are using a new vendor, make sure they are not charging you sales tax.
- There are exceptions to this rule. Some restaurants do not accept tax-exempt status, but you should always ask.
**INSURANCE**

**Certificate of Insurance (COI)**
If you choose a non-preferred vendor, you MUST ask them for a Certificate of Insurance (COI) that lists Northwestern as an additional insured. The preferred coverage is $1 million per occurrence and $3 million per event.

The COI must be submitted to the Coordinator of Special Events at least two weeks in advance. It is then submitted to the Office of Risk Management for approval.

All preferred vendors have current COIs on file.

**ALCOHOL**

**Serving Alcohol at an On Campus Event**
“Because it is not in the business of serving alcohol, Northwestern University does not purchase liquor liability insurance. As a result, the University’s policy is that at any University sponsored event, alcohol must be served by a licensed pourer (caterer or bartender) who carries liquor liability insurance that adequately protects the University.

A contract must exist between the University and any pourer of alcohol prior to the event taking place. The contract must contain the following insurance provision and the pourer shall comply with all insurance requirements before the event.” –Northwestern University Office of Risk Management Liquor Policy

**Serving Alcohol at an Off Campus Event**
If you will be serving alcohol at an off campus event, the vendor needs to sign the Northwestern University Alcohol Rider. The signed rider should be submitted with the contract for approval.

**PREFERRED VENDORS**

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Company Name</th>
<th>Primary Ordering Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>Catering by Michael's</td>
<td>Non-Catalog</td>
</tr>
<tr>
<td>Catering</td>
<td>Food for Thought</td>
<td>Non-Catalog</td>
</tr>
<tr>
<td>Catering</td>
<td>Hearty Boys</td>
<td>Non-Catalog</td>
</tr>
<tr>
<td>Catering</td>
<td>nuCuisine</td>
<td>Internal Billing</td>
</tr>
<tr>
<td>Grocery Services</td>
<td>Peapod</td>
<td>P-Card</td>
</tr>
<tr>
<td>Water - Bottled &amp; Filtration Units</td>
<td>Ice Mountain</td>
<td>Blanket</td>
</tr>
</tbody>
</table>

The benefits of using a preferred vendor are listed in the link below.
http://www.northwestern.edu/uservices/purchasing/vendors/benefits.html

**Questions?**
Contact Elizabeth Foster at e-foster@northwestern.edu or 847-467-4950