HOTEL/RESTAURANT/CATERER CONTRACT/AGREEMENT REVIEW PROCESS

The purpose of event contracts and the review process is to protect your McCormick unit, the school, and the university from liability. Liability may come in unanticipated ways.

99% of contracts/agreements move quickly through the steps. It is the 1% that do not have the proper indemnification clause or coverage that are the focus of the review. We appreciate your cooperation.

- Every hotel booking, restaurant, venue, caterer occasion must have a signed contract/agreement and related documents as required.
  - For drop-off catering that requires a signed catering proposal or confirmation and not a formal contract, dean’s office signatures are not necessary.
- No event should be held without an authorized contract.
- No contract should be endorsed until it has passed through the review process below.
- Liability is of heightened concern when the event includes alcohol, whether it is on or off campus. **The vendor must provide Alcohol Liability coverage or no alcohol can be served. Importantly, If your unit is providing alcohol in any manner, even a casual gathering, you are required to hire a licensed bartender.**
- NU Preferred Vendors have a COI on file, streamlining the process for you (a good reason to use NU Preferred Vendors).

The document review process is as follows:

**STEP 1:** McC sponsoring unit obtains agreement/contract (any document which has a signature line requiring McC endorsement) from the hotel/restaurant/caterer/venue. Check the McC contract matrix to determine which additional documents are needed from the vendor.

- Hotel/event contract/agreement and
- If applicable, Certificate of Insurance (COI)
- If applicable, NU Event Rider

**STEP 2:** Submit the correct package of documents to McC Special Events Manager, Amy Pokrass [amy.pokrass@northwestern.edu](mailto:amy.pokrass@northwestern.edu) at least 2 weeks in advance of deadline to authorize the agreement.

**STEP 3:** McC Event Manager will review the documents and alert the requesting unit to any issues. Once all documents are in order, the McC Event Manager will forward the final set of documents to Associate Dean Alice Kelley for final review and signature. Any remaining issues are brought to the attention of the requesting unit.

**STEP 4:** Requesting unit provides final signed documents to the vendor. Note: It is important to include all other documents (COI, NU Events Rider) in all correspondence with the vendor.

**Allow at least 2 weeks in advance of the deadline from the vendor for the review process.**