

Please type or print legibly. Agreement should be returned within 14 (fourteen) business days of the event. Agreement must be filled out and is subject to the approval of Student Affairs staff.

This Agreement is entered into on this date: \_\_\_\_\_ by and between \_\_\_\_\_  
(“Supplier”) and Northwestern University (“Northwestern”). In consideration of the compensation and/or use of Northwestern University referenced below, the parties agree to the following terms and conditions:

Services to be provided by the Supplier:	
Date/Time of Engagement:	
Place of Engagement:	
Compensation to Supplier (enter \$0 if there is no cost):	\$ _____
Northwestern check should be made payable to:	
Federal ID number or Social Security #:	
Description of additional needs (e.g., sound/lights, hospitality, travel, special equipment):	
Student Group Name:	
Student Group Contact: Name:	Email:

- x Supplier will be paid by Northwestern check following its performance of the services to be provided under this contract.
- x No performance or program, or any part thereof is to be reproduced by Northwestern, including but not limited to reproduction by broadcast or tape recording without the written permission of the Supplier. Supplier is similarly prohibited from reproducing a performance on any campus without the written permission of University Relations at Northwestern.
- x Unless Northwestern, in its discretion, has given express advance written consent, University trade names, trademarks, nicknames, symbols or images are not permitted to appear in Supplier’s materials, on Supplier’s websites, or other communications.
- x It is specifically agreed that the Supplier, its employees and agents are acting as independent contractors and are not employees of Northwestern. It is further agreed that the Supplier agrees to perform and discharge all obligations as an independent contractor, whether existing or in the future.

Indemnification: Supplier shall defend, hold Northwestern harmless and pay the costs of defense, settlement or judgment for any and all claims, damages, losses, expenses, including reasonable attorneys’ fees, and other costs or liabilities that may be asserted against or incurred by Northwestern or its officers, directors, employees, agents, contractors, invitees, licensees, or other persons in connection with or arising out of the performance of the services to be provided under this contract.

Limitation of Liability: Northwestern’s liability for any and all claims, damages, losses, expenses, including reasonable attorneys’ fees, and other costs or liabilities that may be asserted against or incurred by Northwestern or its officers, directors, employees, agents, contractors, invitees, licensees, or other persons in connection with or arising out of the performance of the services to be provided under this contract shall be limited to the amount of the compensation to be paid to the Supplier under this contract.

Insurance Requirements: Supplier shall obtain and maintain throughout the term of this contract and for a period of 90 days thereafter, commercial general liability insurance, including product liability coverage, with a minimum policy limit of \$1,000,000 per occurrence and \$2,000,000 aggregate, and a maximum deductible of \$50,000 per occurrence. The policy shall name Northwestern as an additional insured and shall be provided to Northwestern upon request.