Please type or print legibly. Agreement should be returned within 14 (fourteen) business days of the event. Agreement must be completely 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 facilities 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 rendered under this Contract.

x No performance or program, or any part thereof is to be reproduced by Northwestern, including but not limited reproduction by broadcasting or tape recording without the written permission of the Supplier. Supplier is similarly prohibited from reproducing a performance or program held on Northwestern's 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 Northwestern employees. It is further agreed that the Supplier agrees to perform and discharge all obligations as an independent contractor, whether existing and/or in the future, including but not limited to, for any and all taxes, social security, unemployment, or other compensation insurance.

Indemnification. Not withstanding any other provision of any such supplier hereof agrees to defend, indemnify and hold harmless Northwestern its trustees, officers, employees and agents from and against any and all claims, losses, cost, damage or expense incurred as a consequence of or in connection with Supplier's performance under this Agreement, together with expenses incurred in the defense of any such claims, unless such loss results solely from the negligent acts or omissions of Northwestern.

Limitation of Liability. Except to the extent caused by the negligence or willful misconduct of the other party, neither party shall be liable for any consequential, indirect or special damages.

Insurance Requirements. Supplier shall maintain at its own expense for the duration of the engagement such insurance as is usual and customary in its industry, including commercial general liability insurance covering bodily injury, property damage and personal injury with combined single limits of not less than one million dollars per occurrence. Supplier agrees to furnish a certificate of insurance evidencing such coverage upon request. The policy shall be written on an occurrence basis and shall name Northwestern University as an additional insured. Supplier shall further certify that none of the policies contain any exclusion of coverage for acts of terrorism or any similar exclusion that would materially reduce coverage. Not withstanding the foregoing, student groups are not required to maintain such insurance.