

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 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 audio tape recording without the written permission of the Supplier. Supplier is similarly prohibited from reproducing a performance on any Northwestern 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 or in the future.

Indemnification: Supplier shall indemnify, defend and hold Northwestern harmless from and against all claims, damages, losses, costs and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by Northwestern or its officers, directors, employees, agents, contractors, invitees, licensees, students, faculty, staff, or volunteers in connection with, arising out of, or resulting from the performance of the services to be provided under this contract.

Limitation of Liability: The total liability of Northwestern under this contract shall not exceed the amount of compensation paid or payable 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 with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability coverage, and shall provide a certificate of insurance to Northwestern upon request.