

Contract Checklist

Name of Event:

Date of Event:

College:

Organization:

Name of Location/Venue:

Name of Primary Venue Contact:

Contact Email Address:

Contact Phone Number:

By signing this form, I verify the following statements...

- I have completed the annual student organization Financial Training with a passing score.
- This agreement is being submitted for approval **at least 45 business days** prior to the initial payment due date or the date of the event, whichever comes first.
- I have not signed, physically or electronically, any forms of agreement.
- The Event Contract Memo will include all estimated and anticipated expenses related to this agreement.

Additionally, by signing this form, I confirm that I understand the following statements...

- Submission of this contract does not guarantee final NSU signature and that NSU is not responsible for any charges related to this agreement until the agreement has been signed by the designated NSU authority.
- In order to submit this agreement for review, I must upload the agreement, Event Contract Memorandum, W9, and invoice in a [Request for Funds Form](#) (RFF).
- Once my Request for Funds (RFF) is fully approved, the Student Activity Fee Accounts office will be the point of contact and intermediary between the NSU and the vendor.
- I will be required to provide updates on ticket sales or event registration to the Student Activity Fee Accounts office on a weekly basis, starting on the 30th day prior to the event.
- The Student Activity Fee Accounts Office reserves the right to recommend and/or enforce modifications to the agreement to ensure sound use of Student Activity Fee funds.
- Once the agreement is signed, overages and extra costs will not be authorized to be added to the agreement.
- Any violation of Student Activity Fee guidelines or policies may result in cancellation of my event, freezing of my organization's account, or other means of disciplinary action.

Name of Submitter

Signature

Position

Date

NSU Student Contract Vendor/Venue Requirements

Please review the following requirements/policies with the vendor when drafting the agreement for your event. You may also elect to provide the vendor with a copy of this page for accuracy.

For All Vendors, NSU will need:

- Confirmation on whether the vendor is open to changes from legal affairs to their agreement or not.
- A draft agreement in Microsoft Word format
- A signed W9, where the name of the business on the W9 matches the name of business on the agreement.
- A Certificate of Insurance (COI) following these insurance requirements, as provided by NSU's Risk Management:
 - The limits of insurance should be at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The following information should be listed on the Certificate of Insurance:
 - Full name of insured
 - Name of Insurance Company providing coverage
 - Type of insurance (*e.g. Commercial General Liability, Worker's Compensation, Automobile*) and limits
 - Policy number and effective date
 - Date and description of operation
 - Nova Southeastern University, Inc. as an "additional insured," not just as a certificate holder
- An official invoice for payment that includes itemized charges, total due, date of invoice creation, and invoice number. *PLEASE NOTE: A separate invoice, as noted by a separate invoice number, will be required for deposits and remaining balances.*

Additional Policies:

- No payments, including deposits, can be rendered until there is a signed agreement.
- The negotiation and signing process for this agreement may take up to 45 business days.
- If a bar is provided, the agreement must clearly state that it is a CASH BAR serving BEER AND WINE only.
- Once signed, NSU does not agree to overages and extra costs that have not been previously approved in writing by the Director of the Student Activity Fee Accounts Office.
- The following personnel should be listed as the primary contact person on the agreement:
 - Contact Person: Executive Director of Student Experience, Gerard Wheeler
 - Email: gwheeler@nova.edu
 - Phone: (954) 262-7284
 - Address: 3300 S University Drive, Fort Lauderdale, FL 33328-2004

As a vendor, you may also elect not to use your own contractual agreement. If you elect not to use your own contractual agreement, you must complete an Independent Contract Form supplied by NSU. Students have access to this form on the Student Activity Fee Account Office website.

If you have any questions, please contact the Student Activity Fee Accounts Office at studente@nova.edu.

STUDENT EVENT - CONTRACT MEMORANDUM

To: Student Activity Fee Accounts Office

CC: Gerard J. Wheeler, Executive Director of Student Experience, &
Bryan D. Roberts, Director of Finance & Student Activity Fee Accounts Office

From: _____,

Date:

Re:

Event Time/Duration: _____ **until** _____

Requested by:

Name of Event Location/Venue:

Address of Event Location/Venue:

Please provide a brief description of this event, including your target audience and purpose. In one or two sentences, please also explain how this use of Student Activity Fee funds aids in the purpose of creating a robust campus community and/or enhancing the NSU experience.

Has this event been hosted within the last three years? YES NO

Anticipated Event Costs:

Venue

Food

DJ & Audio/Visual

Photographer/Videographer

Photobooth

Entertainment

Decorations

Prizes

Miscellaneous

Estimated Total:

Estimated guest count:

Estimated cost per person (please divide the estimate total by the estimated guest count):

Are non-NSU students allowed?

How will this event be paid for (SGA Funded, Organization-raised funds, etc.):

Will tickets be sold for this event? Ticket sales of at least \$25 are mandatory if the cost of the event will be \$10,000 or more. Please provide ticket prices below, if applicable.

How will ticket payments be collected? (Cash, check, credit card terminal, and/or NSU marketplace)

Will alcohol be made available for purchase? Please note, Student Activity funds cannot be used to purchase alcohol in any form. Drinks tickets cannot be provided or included in ticket cost. Please refer to SAFAO manual for all other alcohol guidelines.

If alcohol will be served, please list the name(s) of the faculty/staff member(s) who will be in attendance for the entire duration of the event: *REMINDER – THIS IS MANDATORY IF ALCOHOL WILL BE AVAILABLE FOR PURCHASE*

Will food be provided at this event?