

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 facilities and/or services 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 Agreement.
- x No performance or program, or any part thereof is to be reproduced by Northwestern, including but not limited to reproduction by broadcast, audio recording, video recording, or any other means 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 University. 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 University, its agents, employees, and contractors harmless from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be asserted against or incurred by Northwestern University, its agents, employees, or contractors in connection with the performance of the services to be provided under this Agreement.

Limitation of Liability: The maximum amount of damages recoverable by Northwestern University, its agents, employees, or contractors from the Supplier under this Agreement shall be limited to the amount of compensation paid to the Supplier by Northwestern University under this Agreement.

Insurance Requirements: Supplier shall maintain and pay for the following insurance policies: General Liability Insurance, Professional Liability Insurance, and Workers' Compensation Insurance. All policies shall be issued by a licensed insurance carrier and shall cover the full term of the Agreement. Proof of insurance shall be provided to Northwestern University upon execution of this Agreement.