



## Instructions for using the Facility and Hotel Event Management Addendum for Vendor Contract Agreements

### Cornell Staff Instructions:

The Cornell event planner will approve the event specifics (i.e. catering choices, seating arrangements, etc.), initial the contract (in the margin with Cornell Net ID), and submit it to the Business Service Center (BSC).

BSC Directors may sign contracts for up to \$10,000 for catering and/or facility rental. Deposits and payments for catering and/or events space rental (with a combined total not to exceed \$10,000) may be paid with a BSC procurement card when there is a signed contract. Please refer to Buying Manual [Section 307](#).

For amounts exceeding \$10,000, a purchase order is required and a procurement agent must sign the contract. Please refer to Buying Manual [Section 307](#) for payment information and [Section 502](#) for signature requirements.

### Vendor Instructions:

Please sign the contract addendum on the next page and return to the Cornell event planner with the hotel/facility contract.

Additional information to expedite Cornell purchase order processing and payment:

1. Hotel and facility rental with a total cost of \$10,000 or more requires the issuance of a Cornell University purchase order. Cornell Procurement and Payment Services works with hotels/facilities on a case-by-case basis to ensure deposits are handled in such a manner as to secure the venue. Please allow Cornell 7-10 business days for completion of the contract and the associated paperwork.
2. Cornell University does not allow payment in full prior to the event (any exceptions must be approved by Cornell Procurement and Payment Services).
3. To expedite payment by registering for Automated Clearing House (ACH) payments, email Accounts Payable at [dfa-ach-ap@cornell.edu](mailto:dfa-ach-ap@cornell.edu) to request a registration form.
4. If you are a new vendor to Cornell, you will receive an emailed invitation to register as a Cornell vendor and will have the opportunity to register for ACH payments during the registration process.

Please contact Cornell Procurement and Payment Services at 607-254-5300 with any questions.

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**Note: Cornell University - please attach this form to the requisition or I Want document.**



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Insurance

Vendor will carry insurance to indemnify Cornell University and shall provide commercial general liability insurance (including, without limitation, coverage to protect against any and all injury to persons or property as a consequence of the facility, its employees, contractors and agents). Such liability insurance shall be in the amount determined by the venue, but in no event less than One Million Dollars (\$1,000,000) for bodily injury and property damage. Such insurance shall be in full force and effect at all times during the event. Information regarding Cornell University insurance requirements can be found at https://www.dfa.cornell.edu/procurement/suppliers/doing-business/insurance.

Indemnification

Vendor agrees to hold harmless, defend and indemnify Cornell University against any and all claims, demands, or suits by any persons and against related loss, damages or injury to property or persons, liabilities, costs and expenses (including attorney fees), which may arise out of performance under this contract or resulting from the negligence of the Vendor. The term "Cornell" as used in this paragraph includes Cornell and its trustees, officers, agents, and employees.

Conflicting Terms

In the event of any inconsistency between the provisions in the contract, any riders, addenda, exhibits or any other attachments thereto, the parties agree that the provisions of the Cornell University Addendum shall control. Nothing in this addendum shall require the performance of any act contrary to law or the rules or regulations of any union, guild or similar body.

Facility Name: \_\_\_\_\_ Cornell Department Name: \_\_\_\_\_

Event Name/Event Dates \_\_\_\_\_ Cornell Event Planner Name/Net ID (please print) \_\_\_\_\_

Signature of Authorized Hotel/Facility Employee \_\_\_\_\_ Signature of Cornell FTC/BSC Director or Designee or Cornell Procurement Services Agent \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Cornell University - please attach this form to the requisition or I Want document.