Northwestern University Events Rider
For all events booked at venues that do not have a Master Agreement with NU that includes the following Terms & Conditions.

In addition to the terms and conditions set forth in the agreement/contract between Northwestern University and ______________________________ (“hotel/vendor/caterer”) to which this Rider is attached, hotel/vendor/caterer hereby agrees:

Insurance
· That prior to the event that is the subject of this agreement, the hotel/vendor/caterer will procure at its own expense and deliver to Northwestern University a certificate of commercial general liability insurance naming Northwestern University as an additional insured in the amount of $1,000,000.00 per occurrence.

Events with Alcohol
· That the hotel/vendor/caterer will provide all security and bar staff for events at which alcohol is served. The hotel/vendor/caterer takes full responsibility for checking identification, for ensuring that alcohol is not served to participants under age 21 and for carrying liquor liability insurance in the amount of $1,000,000.00 per occurrence.

Events with Alcohol with Graduate and/or Professional Student Attendees
· That the hotel/vendor/caterer has read and will comply with the Northwestern University Policy Regarding Alcohol at Off-Campus Events for Graduate and Professional Students. At a cash bar or partially subsidized event, non-alcoholic beverages must be provided to students at a cost of $1.00 or less. At open bar events, non-alcoholic beverages must be provided to students free of charge. Food must be available throughout the duration of any event where alcohol will be served. Soda/snack machines are not acceptable. For any open bar or partially subsidized events where alcohol will be served, the event may last no longer than five (5) hours and individuals will not be over-served.

Events with Alcohol with Undergraduate Student Attendees
· Drink specials may not be part of the contracted agreement. The hotel/vendor/caterer agrees to sell alcoholic beverages at no less than the published price open to all establishment patrons. Non-alcoholic beverages must be provided at a cost of $1 or less. Food must be available throughout the duration of any event where alcohol is available. Water and coin-operated soda/snack machines are not acceptable. Hotel/vendor/caterer will not over-serve any individuals at the event.

Indemnification
· The hotel/vendor/caterer hereby agrees to indemnify, defend, and hold harmless Northwestern University, its trustees, officers, employees, and agents, of and from any cost, loss, or expense incurred as a consequence of damage to property, personal injury or death arising or alleged to have arisen out of the performance of the agreement with Northwestern University, including but not limited to the provision of alcohol or catering services in connection with the event that is the subject of this agreement, together with any legal and related expenses which may be incurred by Northwestern University in defending such claims, unless such loss results solely from the negligent act or omission of Northwestern University.

To the extent that the terms of this Rider conflict with the terms and conditions set forth in the agreement/contract with Northwestern University, the terms of this Rider shall govern.

HOTEL/VENDOR/CATERER
By: ______________________________
Title: ______________________________
Printed Name: ____________________
Date: ____________________________

NORTHWESTERN UNIVERSITY
By: ______________________________
Title: ______________________________
Printed Name: ____________________
Date: ____________________________