



Cornell University

Student Assembly Finance Commission (SAFC)  
Graduate and Professional Student Assembly Finance  
Commission (GPSAFC)

Cornell University  
109 Day Hall  
Ithaca, NY 14853-8201

Telephone: 607 255-9610  
Fax: 607 255-5396  
<http://assembly.cornell.edu/>  
E-mail: [saafc@cornell.edu](mailto:safc@cornell.edu)  
[gpsafc@cornell.edu](mailto:gpsafc@cornell.edu)

# Catering Contract

(To be used if a contract or detailed invoice is not provided by vendor)  
Vendor's insurance information must be on file with the Department of Risk Management and Insurance

Sponsoring Independent student organization \_\_\_\_\_

Student contact name \_\_\_\_\_ E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

Date of event \_\_\_\_\_ Name of event \_\_\_\_\_

Event location \_\_\_\_\_ Set-up time \_\_\_\_\_

Vendor name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Estimated Count \_\_\_\_\_ Price/person \$ \_\_\_\_\_ Labor Fees \$ \_\_\_\_\_

Service fee \$ \_\_\_\_\_ Delivery Fees \$ \_\_\_\_\_ = Total Estimated Cost \$ \_\_\_\_\_

Description of event menu and/or service(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MUST BE COMPLETED AND SIGNED BY THE VENDOR

The Caterer understands that they are an independent contractor and not an employee of Cornell or the Independent Student Organization. Contractor shall release, defend, indemnify, and hold harmless the Independent Student Organization, Cornell and its trustees, officers, agents, and employees from all suits, actions, or claims of any character, name, or description including reasonable attorney fees, brought on account of any injuries or damage, or loss (real or alleged) received or sustained by them or any person, persons, or property, arising out of or related to services provided under this Agreement or Contractor's failure to perform or comply with any requirements of this Agreement including, but not limited to any claims for personal injury or property damage.

This is to certify that I have agreed to comply with this contract. After the event, an invoice will be generated to reflect the final cost and given to the student organization.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_