

UNIVERSITY OF FLORIDA FOUNDATION, INC.  
2012 W. UNIVERSITY AVENUE  
POST OFFICE BOX 14425  
GAINESVILLE, FL 32604

SPECIAL EVENT  
CONTRACT REQUEST FORM  
AND VENDOR INFORMATION  
SPECIAL EVENTS DEPARTMENT  
PHONE: 392-5493 FAX: 334-8060

Your Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Development Officer: \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Date of Event mm/dd/yyyy: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Number Attending: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_  
Vendor Phone: \_\_\_\_\_ Vendor Fax: \_\_\_\_\_  
Vendor Contact: \_\_\_\_\_

*Please be sure that you have answered the following before forwarding the contract to Kristi Gaver:*

1. What is the purpose of your event?
2. Have you provided the vendor with the Vendor Information Sheet? (next page) Yes No
3. When is the contract due? \_\_\_\_\_ Are all the prices in the contract correct? Yes No  
(mm/dd/yyyy)
4. Does the contract require a deposit? Yes No If so, how much? \_\_\_\_\_ When is it due? \_\_\_\_\_  
(mm/dd/yyyy)
5. Does the vendor offer direct billing? Yes No  
If yes, has an account and/or the correct credit application been completed? Yes No  
(If you need a credit application to be submitted, forward the forms with the contract to Kristi Gaver)
6. When do you expect to have the final guaranteed number of individuals attending the event? \_\_\_\_\_  
(mm/dd/yyyy)
7. Will your guests be charged for any aspect of this event or is it completely complimentary? Fee Complimentary  
If you are charging, please include sales tax in your budget and provide details about your event below:
8. Have all the provisions for food and services been addressed in this contract or will another letter follow?
9. Are you serving alcohol at your event? Yes No
10. If so, have you reviewed UF's alcohol policy, at <http://www.ufsa.ufl.edu/committe/ade/policies.shtml> and the attached download about Alcoholic Beverage Restrictions to ensure that you are in compliance? Yes No
11. Is this event being held on campus? Yes No If so in what building? \_\_\_\_\_  
(If alcohol is being served at an on-campus event, written permission, as applicable per the alcohol policy, must accompany this contract.)
12. Is Vendor a UF employee? Yes No

# University of Florida Foundation, Inc.

## Vendor Information

*This page should be sent to the vendor you are contracting with, not the Special Events office.*

The University of Florida Foundation, Inc. (Foundation) is a Florida non-profit corporation, which performs the fund-raising and endowment management functions for the University of Florida. In order to assist you in providing services to us in connection with special events, please note:

1. Contract: The University of Florida Foundation, Inc. is the contracting party, not the college, unit or the University of Florida. A contract is required for each special event. It must be reviewed by the Foundation's legal staff.
2. Liability Insurance: Please send a certificate of insurance naming the University of Florida Foundation, Inc., and the University of Florida Alumni Association, Inc., as an **additional insured**.
3. ADA Compliance: We will require written confirmation from each vendor that its facility is accessible in accordance with the Americans with Disabilities Act.
4. Non-discrimination: We will require written confirmation from each vendor that it does not discriminate based on race, color, religion, sex, marital status, age, national origin, or disability.
5. Tax Exemption: The Foundation is exempt from Florida sales tax. Attached is a copy of our certificate of exemption.

For additional information, please call  
Kristi Gaver, (352) 392-5493 or John Knight, (352) 392-5515.