

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

**SPECIAL EVENT
CONTRACT REQUEST FORM
AND VENDOR INFORMATION**
LEGAL SERVICES DEPARTMENT
SPECIALEVENTSCONTRACTS@UFF.UFL.EDU

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

Please be sure that you have answered the following before forwarding the contract to Legal Services:

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)
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 If so, have you reviewed UF's alcohol policy, at
http://www.ufsa.ufl.edu/faculty_staff/committees/alcohol_drug_education/uf_alcohol_policy to insure that you are in
compliance? Yes No
10. 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.)
11. Is Vendor a UF employee? Yes No

University of Florida Foundation, Inc.

Vendor Information

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., 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. Signs and Banners: The Foundation will have the right to display signs, banners and other materials so long as the displays do not damage your property.
6. Tax Exemption: The Foundation is exempt from Florida sales tax. Attached is a copy of our certificate of exemption.

For additional information, please email Legal Services at SpecialEventsContracts@uff.ufl.edu