



CATERING/EVENT AGREEMENT

General inquiries call ext. 22642
Legal-related inquiries call ext. 11274

Q. When is the Catering/Event Agreement used?

A. The Catering/Event Agreement is used when conducting a Pace-sponsored event at an on-campus or off-campus location (includes agreements with restaurants, caterers, and agreements to reserve and/or purchase a block of rooms in a hotel).

Q. What contract form do I use?

A. Pace has a standard Catering/Event Rider. The Catering/Event Rider should be submitted with the Vendor's contract. If the Vendor refuses to sign Pace's Catering/Event Rider, submit the Vendor's contract for legal review.

Q. What are the required documents for a Catering/Event Agreement?

A. The required documents depend on whether the Vendor will provide services on-campus or off-campus.

Required Documents – On Campus

1. Pace's Standard "Catering/Event Rider" (with the Vendor's contract)
2. A Copy of the Vendor's Certificate of Insurance
 - General Liability amount should be at least \$1 million
 - Vendor should name Pace as "additional insured" and use Pace's legal address: One Pace Plaza, New York, NY 10038
 - Proof of Vendor's Worker's Compensation Insurance (at least \$1 million) or Pace's Worker's Compensation Waiver Form

Required Documents – Off Campus

1. Pace's Standard "Catering/Event Rider" (with the Vendor's contract)