



AUGUST 2017 – BRC LOCAL PROCUREMENT BLAST

Meeting and Event Contracts

Planning an off-site event? Remember that all contracts and agreements must be reviewed and approved by UCOP Local Procurement. Local Procurement is responsible for reviewing event venue contract/agreement terms and conditions to mitigate the University's risk and ensure insurance requirements are met.

Event Venue Agreement Examples Requiring Contract Review

- Hotel room blocks for an event
- Facility rental for off-campus (and occasionally on-campus) venues, including picnic areas
- Rentals for programmatic events/teambuilding (e.g., boat trips, visits to a venue or event)
- Any event-related documents containing items for review and/or signature
- Not sure? Get in touch with UCOPContractor@ucop.edu for assistance

Many departments have the Event Services Group (ESG) manage their special offsite events. In these cases, ESG works closely with the department and Local Procurement to ensure that contracts are reviewed, compliant with UC policy, and approved.

If a department is scheduling and managing the event on their own, however, it is the department's responsibility to make certain that contracts for venues are submitted to Local Procurement for review and approval. In general, the venue's agreement is used as a starting point and Local Procurement will offer amendments in the needed areas.

Local Procurement reviews contracts for compliance with a particular focus on:

- Insurance
- Indemnification
- Method and venue of dispute resolution
- Deposits
- Late fees and finance charges
- Attrition and cancellation



Event contracts should be submitted to UCOPCONTRACTOR@ucop.edu and are generally reviewed and returned within 48-72 hours of submission.

YOU CAN REACH US AT:

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