

# Hotel & Event Contracting Guidelines

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## **HOTEL & EVENT CONTRACT PROCESS:**

Hotel & Event contracts require Purchasing's review and approval; this process is in place to ensure that the University's interests are protected and to mitigate potential liability within such agreements.

When agreements are vetted through Purchasing, amendments can be created to accompany the original event contract. When a formal event contract is not required by a venue, Purchasing may create a Columbia University Amendment to accompany the venue's invoice or proposal, which consist of those terms and conditions that Columbia considers standard. This is sent to the Venue/Caterer for signature.

### **Delegated Signatures**

The authority to enter into and sign contracts on behalf of the University is limited to specific University personnel who have been authorized by the University Trustees through written delegation. Simply stated, Departments do not sign contracts. In most cases, the Director of Business Services is the officer authorized to sign event contracts on behalf of the University.

Please refer to the University's Contract/Purchase Order Policy located at:

<http://policylibrary.columbia.edu/contractpurchase-order-administration>

Hotel & Event agreements should be submitted to Purchasing for review, in accordance with the guidelines below:

1. For unplanned gatherings of under 30 individuals and for gatherings that only consist of Columbia faculty, staff or students where a formal event contract is **not** required by the venue payment can be processed without Purchasing's review. The invoice can be submitted to Accounts Payable directly.

However, if a contract requires signature, it should be sent to Purchasing for review and possibly a Columbia University Amendment will be issued.

2. For events covering only drink tickets and/or passed appetizers, Purchasing will need to review the contract and will likely be able to sign without creating an amendment. Following an executed agreement, payment can be processed through Accounts Payable.
3. For on-campus food delivery/drop-off, with no set-up or catered services, Purchasing's review will not be required and payment can be processed through Accounts Payable directly.
4. For Master Agreement contracts, submit to Purchasing for signature; formal review has already been completed and a signed document is generally returned within two business days. Following an executed agreement, payment can be processed through Accounts Payable.

5. All other event-based contracts must be submitted to Purchasing for review, prior to the event. Signature of such contracts by individuals who maintain delegated signatory authority from the Trustees (generally Purchasing) is required for reimbursement by Accounts Payable.

## How to Process a Contract

Number of Guests	Master Agreement Venue Contract	On-campus food delivery/drop-off with no set-up or catered services included	Unplanned Event of < 30 guests where a formal event contract is not required by the venue (nothing to be signed)	Credit Card Reservation Required for dinner/event where a formal event contract is not required by the venue (nothing to be signed)	Contract for Drink Tickets/Passed Appetizers Only	All other contracts	Off-campus catering/delivery/drop-off at a private residence
1-10 Guests	➤	●	●	●	■	▲	☾
10-20 Guests	➤	●	●	●	■	▲	☾
20-30 Guests	➤	●	●	▲	■	▲	☾
30 + Guests	➤	●	▲	▲	■	▲	☾
Icon Key							
➤	Submit contract directly to Purchasing for signature; turnaround for a signed agreement will likely be within 4 business days						
●	Submit to Accounts Payable directly; payment can be processed without Purchasing's review						
▲	Submit contract directly to Purchasing for signature; an amendment will be provided to your team within 7-12 business days to be submitted to the venue for signature Although signature may not be required from venue, both parties will likely need to sign an amendment in order to process payment						
■	Submit contract directly to Purchasing for signature; amendment is not generally required & turnaround for a signed agreement or amendment is generally within 5 business days						
☾	Individual(s) who own/lease the private residence may sign these agreements; Purchasing does not need to review and you may process for payment in Accounts Payable directly						

### ADDITIONAL INFORMATION

Any questions on whether a document or other proposed arrangement is considered a contract and questions on signature authority should be directed to the Columbia University Central Purchasing Office.

Please contact Wendy Johnson (wj2185@columbia.edu) or Tanya Frasier (tf2325@columbia.edu) for further inquiries.