

EVENT CONTRACT REVIEW: A STEP BY STEP GUIDE

1. Begin by reviewing the following information

- Chapter name
- Date of the event
- Nature of the event (see [Risky Activities Position Paper](#))
- Is the event co-sponsored with another group?
- Where is the function being held?
- Will there be alcohol? If yes...
 - o Who is serving the alcohol?

2. Next obtain any contract or paperwork in place for the event.

Examples: Venues, bands, DJs, caterers, bus companies, photographers or vendors

3. Once you have everything, begin the contract review.

- Look to be sure the chapter name is correct on the contract: i.e. “Alpha Beta Chi Sorority – Alpha Chapter.” The contract should not be in a chapter member’s name or listed as just “Alpha Beta Chi.”
- Carefully read the entire contract (sometimes insurance language is sprinkled throughout).
- Work with the chapter on obtaining proof of insurance. Look for following minimums: *
 - o General Liability—\$1,000,000
 - o Liquor Liability—\$1,000,000
 - o Workers’ Compensation/Employee Liability—\$100,000/\$500,000/\$100,000
 - o Automobile Liability (for buses) —\$1,000,000
- Keep an eye out for words such as “hold harmless,” “indemnification,” “additional insured,” “primary additional insured**,” or “primary and non-contributory.”

4. A contract should only be signed *after* a thorough review.

- Check with your organization’s policies as to which officer is authorized to sign the contract on behalf of the chapter.

5. Allow two weeks (or more) to process any Certificate of Insurance requests.

- The quickest way to request a Certificate of Insurance is via our [website request form](#) at www.mjsorority.com. Be sure to complete the form thoroughly.

We cannot process Certificate of Insurance or event review requests until [the form on our website](#) has been completed.

*As a rule of thumb, if the venue is municipality/city-managed; a theme park, hotel chain or franchised; and/or sound and substantial, it may not provide a Certificate of Insurance to the chapter. Yet, it is pretty safe thinking that the venue is adequately insured. However, if “Joe’s Bar” is providing the alcohol, be diligent with obtaining proof of insurance. Any questions of this can be directed to Ruth Akers at MJ Insurance.

**This depends on the nature of the event and if the function will have alcohol. Adding a venue as a Primary Additional Insured for an alcohol-free sisterhood or philanthropy event may be acceptable, but adding a venue as a Primary Additional Insured for a social event where the venue is serving the alcohol is discouraged.