**VENDOR SERVICES AGREEMENT**

**Registered Student Organization**

Name: Click here to enter text.

Contact: Click here to enter text.

Address: Campus Box 2700, Normal, IL 61761

Phone: Click here to enter text.

E-mail: Click here to enter text.

**Vendor**

Business Name: Click here to enter text.

Contact: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

**Date & Location of Services**

Date: Click here to enter text. Location: Click here to enter text.

**Description of Services**:

Click here to enter text.

**Fee/Compensation**

Vendor shall receive as compensation for all work and services to be performed herein, a fee of $ Click here to enter text. per Choose an item.. This fee will include all secretarial, clerical, and similar incidental services.

Lodging will be paid by [ ] Vendor [ ] RSO [ ] N/A

Airfare/mileage will be paid by [ ] Vendor [ ] RSO [ ] N/A

Meals will be paid by [ ] Vendor [ ] RSO [ ] N/A

Total compensation is not to exceed $ Click here to enter text..

**Additional Terms:**

Click here to enter text.

**Attachments (if necessary):**

[ ] Click here to enter text.

[ ] Click here to enter text.

[ ] Click here to enter text.

This agreement with all attachments, amendments and documents incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior communications and writing concerning the subject matter of this agreement.

RSO Name: Click here to enter text.

Authorized student signature:

Date: Click here to enter a date.

Print Name: Click here to enter text.

Title: Click here to enter text.

Vendor: Click here to enter text.

Authorized signature:

Date: Click here to enter a date.

Print name: Click here to enter text.

Title: Click here to enter text.

**Vendor and RSO agree as follows:**

1. Services & Payment: Vendor agrees to furnish the services specified in the foregoing Agreement to the RSO on the specified date and at the specified location. RSO shall provide compensation as specified in the Agreement. Illinois State University is not a party to this Agreement. The contract becomes effective upon signature by both parties.
2. Modification, Amendment, Termination: Either party may cancel or terminate this contract with 30 days prior written notice. In the event the Agreement is terminated before services have been rendered, Vendor agrees to refund any unearned portion of payments received. This agreement shall not be assigned, amended, modified, altered, or changed except by mutual agreement confirmed in writing by both parties.
3. Liability & Damages: Vendor agrees to reimburse RSO for any costs or damages that arise out of Vendor’s provision of Services under this Agreement. Should the Vendor be unable to perform any engagement as herein due to Acts of God, government action, court order, labor disputes, accidents, insurrection, riot, or any cause of a similar nature beyond the control of the Vendor whose performance is affected, the parties shall be relieved and discharged of any obligation under this agreement. If the place of performance is destroyed or otherwise rendered unsuitable for the performance at the time and date specified, by an unavoidable cause or through no fault of Vendor, it is agreed that neither of the parties to this agreement will be held responsible for damages for reasons of postponement or cancellation of this Agreement. Vendor shall indemnify and hold harmless the RSO from and against any and all suits, actions, proceedings, claims, costs, losses, liabilities and recoveries for injuries or death to any person and for damage to property arising from or occurring before, during or after Vendor’s provision of Services under this Agreement, provided, however, that such claim or loss does not arise out of negligence by RSO or its agents, in which case this sentence does not apply.
4. Withholding/Legal Status: Payment of amounts due under this Agreement is contingent on the Vendor providing documentation regarding the Vendor’s withholding status.
5. Insurance Coverage: During all times relevant to this Agreement, the Vendor shall maintain and keep in effect applicable general liability insurance. Vendor shall provide RSO with a full Certificate of Insurance Coverage prior to performing services under this Agreement. Parties acknowledge that additional insurance requirements, not covered in this contract, may apply for the use of University Facilities.
6. Independent Contractor: Vendor shall have sole control over the manner and means of providing the work and services performed under this agreement. The RSO’s relationship to the Vendor under this agreement shall be that of an independent contractor. Vendor shall not be considered an agent or employee to the RSO for any purpose.
7. General: The failure of either party at any time to enforce any provision of this Agreement shall in no way be construed to be a waiver of such provisions. If any provision of this agreement is held unenforceable, the provision shall be severed and the remainder of this agreement will continue in full force and effect.
8. Governing Law: This Agreement will be governed by the laws of the State of Illinois.
9. Statutory compliance: Vendor agrees to comply with all applicable federal, state, and local laws, orders and regulations.
10. Use of University and RSO Name: Vendor shall not use Illinois State University or the RSO name in any written material including but not limited to brochures, letters, and circulars, without the prior written consent of Illinois State University and the RSO.