

## Hotel/Facility Rental for Events

### Checklist for Event Planners and BSC Staff

#### Three key items necessary to ensure that the Purchase Order is processed quickly:

1. Review the hotel/facility contract. Once satisfied with the contract, initial, NetID and date each page in the margin
2. Have the venue complete and sign the Cornell hotel/facility addendum
3. Ensure the Cornell department information (department name, contact name and NetID)
4. Submit the contract and addendum to the BSC for processing **as soon as possible**. Do not sign the contract. Only Procurement Services is authorized to sign contracts on behalf of the University.

**Note:** *It takes a minimum of 10 business days for the vendor registration, contract review, and purchase order release once Procurement Services receives all relevant information.*

#### For Event Planners

1. Select a hotel or facility
  - Use the Find a Supplier tool (<http://spendviz.dfa.cornell.edu/kfs/VendorSearch.aspx>) to find a venue that Cornell has previously utilized. Tip: Use commodity code 90110000 in the key word search.
  - Select Vendor Detail and click the “Display” button to view contact information for the venue.
2. Document the name, phone number and email address for the sales representative with whom you are working.
3. Review requirements with the venue
  - Meeting room
  - Hotel rooms
  - Catering menu
  - Bar service (liquor liability insurance will be required)
  - Event staffing
  - Room set-up
  - Dates and times
4. Negotiate items
  - Amount of gratuity (15% - 20% recommended)
  - Complimentary hotel room for every 30 – 50 rooms booked when room block is held
  - Complimentary meeting room
  - Discounted or free easels, overhead projector, microphone
  - Complimentary gift baskets
5. Clarify how facility counts participants (e.g., tokens, ticket, etc.)
  - Open bar
  - Buffet
6. Ask about fire code regulations and room size limits, especially for small venues (e.g., room at a library, bird club, occupancy less than 50)

7. When renting a facility and hiring a bartender, liquor liability insurance is required from the company providing the bartender
8. Discuss Cornell's payment policy
  - No payment in full in advance
  - Deposit
  - Purchase order
  - Proof of insurance
  - 7 – 10 days to review contract and process deposit
9. Obtain a written quote which includes all of the requirements and negotiated items
10. Provide the hotel/facility with Cornell's contract addendum in advance to ensure that the hotel/facility is aware of Cornell business practices
11. Notify Risk Management
  - Foreign travel (and register trip at [travelregistry.cornell.edu](http://travelregistry.cornell.edu))
  - Cornell paying for ground transportation
  - Boat charter
  - Small venue rental (e.g., room at a library, bird club, occupancy less than 50)
12. Initiate the transaction in KFS using either the I Want document or Requisition
13. Attach the following documents to the I Want or Requisition
  - Written Quote from hotel/facility
  - Hotel/Facility contract
    - i. Review the contract
    - ii. Initial and Date each page in the margin
    - iii. Write your NetID in the margin
    - iv. Do not sign the contract. Only Procurement Services is authorized to sign contracts on behalf of the University.
  - Cornell's Hotel/Facility contract addendum signed by the venue
  - Hotel/Facility contact information
  - Deposit invoice

#### **For BSC Staff**

1. Review the submission for completeness
  - Written quote from hotel/facility
    - i. Events that include event space rental, catering, or bar service require a Purchase Order.
    - ii. Lodging for group or visitor travel does not require a purchase order. See University Travel Policy
  - Hotel/Facility contract
    - i. Verify that the requestor initialed and dated the contract
    - ii. Do not sign the contract. Only Procurement Services is authorized to sign contracts on behalf of the University.
  - Cornell's Hotel/Facility contract addendum signed by the venue
  - Hotel/Facility contact information
  - Deposit invoice

2. Is the vendor set up in KFS?
  - Yes
  - No. Procurement will register the purchase order vendor. Submit vendor contact name and email address on the requisition.
3. Does the vendor have insurance on file with Procurement Services?
  - Check website at <http://www.dfa.cornell.edu/procurement/supplierlist/insurance.cfm>  
**or**
  - Check Spend Viz, Vendor Inquiry, Insurance tab  
(<http://spendviz.dfa.cornell.edu/kfs/VendorInquiry.aspx>)
  - When renting a facility and hiring a bartender, liquor liability insurance is required from the company providing the bartender
  - If no insurance on file, notify Procurement Services to initiate request for expedited orders only
4. Determine payment method for deposit
  - When is it due?
  - Purchase Order
  - BSC Procurement Card – Refer to Buying Manual, Section 307. The following conditions apply:
    - i. The BSC is allowed to pay the first \$10,000 of the event expenses using the BSC procurement card.
    - ii. The hotel/facility contract and addendum must be fully executed (signed by both Procurement Services and the hotel/facility) **prior** to use of the BSC pcard so that there are terms and conditions in place to protect Cornell.
    - iii. When collection of insurance certificates is required, the insurance must be verified prior to any payment (including a deposit) being made.
    - iv. If the event is paid utilizing both a BSC pcard for the deposit and a purchase order for the remainder, then the transactions need to be tied together for audit purposes. Therefore, on the PCDO, enter the Purchase Order number, and on the requisition for the PO, enter the PCDO document number in the Notes.
    - v. Events at NYC Cornell Club ONLY – No purchase order is needed for events (rooms and catering) at this venue. The BSC may process payment via a BSC pcard. This exception does not apply to individuals on business travel or any other Cornell Club location. The Cornell Club member must sign the agreement.
  - For expedited orders, type “RUSH” in the description field or in the explanation box on the requisition.