**CONTRACTS & AGREEMENTS CHECKLIST**

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| 1 | • Identifying the Parties:  
  o Name of each business or individual.  
  o The type of businesses (sole proprietorship, partnership, corporation, limited liability corporation).  
  o Contracts must be made out to the SSMU:  
    **Students' Society of McGill University**  
    % “YOUR CLUB NAME”  
  • Additionally you may provide your personal information as a primary contact for the event (if desired) |
| 2 | • Names of persons signing for each business.  
  o Official title of signer that designates his or her authority to sign a contract.  
    ie.  
    Ryan Hughes  
    General Manager |
| 3 | • Addresses of Each Party:  
  3600 McTavish Street, Suite 1200, Montreal, QC, H3A0G3  
  514-398-6800  
  AND  
  XXX |
| 4 | • Purpose of Contract.  
  o DJ Services, Lighting, Alcohol, Catering, Venue, etc. |
| 5 | • General terms.  
  o This is also known as an entirety clauses.  
    ie. Any agreement, services being offered, etc. |
| 6 | • Assignment provisions.  
  o This forbids one party from outsourcing part or all of the contract without the other party’s permission. |
| 7 | • Notice clauses, which specify how notice should be given under the contract.  
  o Relevant quantities, dates, and prices.  
  o Dates should include a start and end, as well as a term.  
  o This should also include a detailed list of all the materials each party needs |
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| 8    | • Notice clauses, which specify how notice should be given under the contract.  
|      |   o Relevant quantities, dates, and prices.  
|      |   o Dates should include a start and end, as well as a term.  
|      |   o This should also include a detailed list of all the materials each party needs |
| 9    | • A late fee for underpayment or lack of payment agreed on by both parties.  
|      | • Interest.  
|      |   o Determines if late payments are subject to interest. |
| 10   | • A statement of who is held accountable if there's damage to any goods during the contract.  
|      | • The indemnification agreement also details that each party is responsible for claims, liabilities, injuries, suits, demands, and expenses that occur due to oversight or neglect. |
| 11   | • Governing Law.  
|      |   o Generally the province of Quebec |
| 12   | • Checking for inconsistencies between the contract and supporting documents. |

Revised 2018-02-26