

Third Party Vendor Checklist

THE ORGANIZATION PRESIDENT:

Your organization will be in compliance with the risk management policies of your college and fraternity and sorority policies if you hire a "third party vendor" to serve alcohol at your functions WHEN you can document the following checklist items.

THE VENDOR MUST:

_____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THE CHECKLIST.

_____ 2. Be properly insured with a minimum of \$1,000,000 (or greater if required by your national fraternity or sorority) of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

_____ 3. Agree in writing to cash sales only, collected by the vendor, during the function.

_____ 4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking identification cards upon entry;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol -opened or unopened is to be given, sold or furnished to the chapter).
- F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by the organization president, organization advisor and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with college and fraternity and sorority policies.

Organization President's Signature & Date

Vendor's Signature/Company & Date

Organization Advisor's Signature & Date