

Third Party Vendor Form

KIMMEL LEADERSHIP CENTER

DATE RECEIVED: _____

TIME RECEIVED: _____

RECEIVED BY: _____

This form is a supplement to the Event Reporting Form for organizations that choose to employ a third party vendor to provide bartending services at chapter events, on or off campus.

THIS FORM MUST BE SUBMITTED FOR EVENT TO BE APPROVED

To Chapter President, Social Chair, Risk Managers, and other relevant officers:

Your Chapter will be in compliance with the Third Party Vendor policies if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National Headquarters to make sure this checklist will be in compliance with your Inter/National Risk Management policies. In case of any discrepancy between the policies, the stricter policy will be enforced.



The Vendor Agrees to:

Initial on Line

- _____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and/or a temporary license to sell on the premises where the function is to be held.
- _____ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance.
- _____ 3. The Vendor, as part of his/her coverage, has “off premise liquor liability coverage and non-owned and hired auto coverage.”
- _____ 4. The vendor agrees in writing to cash sales only collected by the vendor during the function. (See second page of this form for that agreement.)
- _____ 5. The vendor assumes in writing all responsibilities that any other vendor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - _____ A. Checking identification cards upon entry or before each sale;
 - _____ B. Not serving alcohol to minors;
 - _____ C. Not serving alcohol to individuals who appear to be intoxicated;
 - _____ D. Maintaining absolute control of ALL alcohol containers present;
 - _____ E. Collecting all remaining alcohol, and alcohol containers, at the end of the function to ensure no one has access to excess alcohol, opened or unopened.

This checklist must be signed and dated by both an authorized representative of the Chapter and by an authorized representative of the Vendor. In doing so, all parties involved understand that only through compliance with these stipulations, and the Chapter’s compliance with any additional requirements of the Policy, will the Chapter(s) be in compliance with their risk management policies, SIUE policies, and the IFC Alcohol Policy.

Chapter President/Representative / Date

Vendor Representative / Date

Third Party Vendor Agreement

_____ (Vendor name) will be operating as a “third party vendor” to serve alcohol at a social function for _____ (organization/s name) on _____ (date) at _____ (location; common name of establishment). Both the vendor and the chapter, or chapters, involved agree to the sum of \$ _____ to be paid in full prior to the social function in question. This payment is designed to cover the costs associated with the hiring of security persons, _____ bartenders, and any permit costs. The Vendor mentioned above agrees to cash sales only that will be collected by the Vendor’s employees only, during the function. The Vendor agrees to cash sales of \$ _____ for _____ ounce well drinks and \$ _____ draft beer to be served in _____ ounce cups.

The Vendor above also agrees to comply with the following risk management guidelines for third party vendors:

Initial on Line

- _____ A. Vendor agrees to check identification cards upon entry or for each sale;
- _____ B. Vendor agrees to not serve alcohol to minors;
- _____ C. Vendor agrees to not serve alcohol to individuals who appear to be intoxicated;
- _____ D. Vendor agrees to maintain absolute control of ALL alcoholic beverage containers during the function;
- _____ E. Vendor agrees to collect all remaining alcohol, and alcohol containers, at the end of the function to ensure no one has excess alcohol, opened or unopened.

This agreement must be signed and dated by both an authorized representative of the Chapter and by an authorized representative of the Vendor. In doing so, all parties involved understand that only through compliance with these stipulations, and the Chapter’s compliance with any additional requirements of the GSIC Policy, will the Chapter(s) be in compliance with their risk management policies, Ball State University policies, and the Greek Social Issues Committee Policy.

Chapter President/Representative / Date

Vendor Representative / Date

Chapter Risk Manager/Social Chair / Date