

Third Party Vendor Checklist

To be turned in to Residential and Greek Life on the Thursday prior to your event.

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 this completed checklist. These items are available from the vendor.

2. Be properly insured with a **minimum** of \$1,000,000 of general liability insurance, evidenced by a properly completed "Certificate of Insurance" prepared by the insurance provider.

The above certificate of insurance **should** 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 **should** name as additional insured the fraternity (local and national), the house corporation, as well as Westminster College.

Attach a copy of the certificate of insurance which is available from the vendor.

3. Agree in writing to cash sales only, collected by the vendor, during the event. **Alcohol may not be purchased through the chapter treasury** nor through pooling member funds. Drink "specials" and chapter subsidized drink pricing is expressly **illegal**.

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.

This form must also be signed and dated by both the president of the chapter and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with the Risk Management Policies of Westminster College and the individual fraternity.

Event: _____ Date of Event: _____

Chapter president's signature, name of fraternity

Date

Vendor's signature, name of company

Date