

Third Party Vendor Information

Chapter _____

Co-Sponsoring Chapter _____

Event _____

Date of Event _____

As the Third Party Vendor, I understand that the following policies are in place for the sponsoring chapter and guests:

Initials

The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders or security, music/entertainment.	
The chapter/individuals is not permitted to purchase alcohol to be given away.	
The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.	
Alcohol is purchased with cash/card by members/guests directly from the vendor.	

As the Third Party Vendor, my initials attest that the following is true:

Initials

The establishment is properly licensed to sell/serve alcohol by both local and state authorities.	
The establishment is insured with a minimum of \$1,000,000 of general liability insurance.	
The establishment has, as part of the general liability coverage, "off premise liquor liability and non-owned and hired auto coverage"	
The establishment has listed the sponsoring chapter, at minimum as additional insured.	

As the Third Party Vendor, my initials indicate agreement and assumption of the following responsibilities:

Initials

Checking identification and guest list	
Visibly identifying those that are 21 or older and those under the age of 21	
Not serving alcohol to anyone under the age of 21	
Not serving individuals who appear to be intoxicated	
Maintaining control of all alcoholic containers	
Collecting all remaining alcohol at the end of the function	
Providing ample security guards and/or bouncers	

By signing this form, I attest that I understand the Office of Greek Life Risk Management Policy and my own inter/national Risk Management policy and agree to uphold these policies and expectations. I understand that in the event of a violation of these policies, the chapter(s) involved may be subject to

sanctions imposed by the respective council’s judicial board, the Office of Greek Life, Arkansas Tech University and their Inter/National organization(s).

President	
<i>Printed Name & Organization::</i>	
Social Chair	
<i>Printed Name:</i>	
Risk Manager	
<i>Printed Name:</i>	
Third Party Vendor	
<i>Printed Name & Title:</i>	
Co-Sponsoring President	
Co-Sponsoring Social Chair	