



THIRD-PARTY VENDOR CHECKLIST

Chapter and school name

Name and date of event

Your chapter **will be in compliance** with the Risk Management Policies of Phi Delta Theta if you hire a third-party vendor to serve alcohol at your events, **only when you implement the following checklist items:**

- 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 four page event planning form and this completed checklist. These items are available from the vendor.

- 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 local chapter, the house corporation, as well as Phi Delta Theta Fraternity.

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

- 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**.

- 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:
 - Checking identification cards upon entry
 - Not** serving minors
 - Not** serving individuals who appear to be intoxicated
 - Maintaining absolute control of **all** alcoholic containers present
 - 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)
 - 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 Phi Delta Theta.

Chapter president's signature

Date

Vendor's signature, name of company

Date