

Frostburg State University
THIRD PARTY VENDOR CHECKLIST

TO THE CHAPTER PRESIDENT:

Your chapter will be in compliance with the risk management policies of your national fraternity and local and state laws if you hire a third-party vendor to serve alcohol at your functions WHEN you can document the following checklist items. Please have the vendor initial by each section.

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 CHECKLIST.

- _____ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance (if the establishment does not have that amount please indicate the amount here \$_____), 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. Proper wrist banding of all attendees who can consume alcohol
 - c. That the event cannot last longer than 4 hours and that there is a 2-drink limit per hour of the event.
 - d. Not serving minors
 - e. Serving only Beer and Wine no Liquor can be sold
 - f. Not serving individuals who appear to be intoxicated
 - g. Maintaining absolute control of ALL alcoholic containers present
 - h. Collecting all remaining alcohol 45 minutes prior to the ending of the function (no excess alcohol - opened or unopened - is to be given, sold, or furnished to the chapter).
 - i. Removing all alcohol from the premises.

ATTACH INSURANCE AND LICENSE COPIES TO THIS DOCUMENT

This form must be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter follow local and state laws and national organization requirements.

Chapter President's Signature & Date

Vendor's Signature/Company & Date