THIRD PARTY VENDOR RESPONSIBILITY FORM

Event Information:

Organization: ______________________________________________________________________________________

Date of Event:______________________________________________________________________________________

Start Time: ____________________________________  End Time:_____________________________________

Location of Event: ___________________________________________________________________________________

Co-Sponsoring Chapter(s): ____________________________________________________________________________

Name of Third Party Vendor: __________________________________________________________________________

Third Party Vendor Agreement:

By signing this agreement, the above third party vendor is agreeing to the following terms in writing:

1. I have given the sponsoring chapter(s) proof of insurance with a minimum of $1,000,000.00 of general liability insurance, evidenced by a copy of a properly completed certificate of insurance prepared by the insurance provider.
   - This certificate also shows that the insurance coverage maintains “off premises liquor liability” and non-owned and hired coverage.
   - This certificate also shows that the vendor has added the sponsor(s), and national organization(s) as “additional insured” or “named insured” on their insurance coverage for the date of the event.

2. I agree to cash only sales collected by myself, the vendor, during the entire function and that the sale of alcohol must cease thirty (30) minutes prior to the event's ending time.

3. I assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business including the following:
   - Vendor will check identification cards upon entry;
   - Vendor will refuse service of alcoholic beverages to minors;
   - Vendor will refuse service to individuals who appear intoxicated;
   - Vendor will maintain absolute control of all alcoholic containers present; and
   - Vendor will collect all remaining alcohol at the end of the event, and remove it from the premises. Vendor must also agree that no excess alcohol—opened or unopened—will be given, sold, or furnished to the event sponsor(s).

_________________________________________ _________________________________________
Vendor Manager Name  Chapter Officer’s Name

_________________________________________ _________________________________________
Vendor Manager Signature  Chapter Officer Signature

_________________________________________ _________________________________________
Vendor Manager Phone Number  Chapter Officer Phone Number

Date  Date