

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