



Third Party Vendor Checklist

Your Chapter will be in compliance with the Phi Sigma Pi National Risk Policy (NRMP) and the Alcohol Policy if you hire a "third-party vendor" to serve alcohol at your event when you can document the following checklist items.

The Vendor Must:

- _____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held. Attach copies of state and local licenses to the Event Planning Form.
- _____ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The certificate of insurance must also show evidence that the vendor has, as part of their coverage, "off-premise liquor liability coverage and non-owned and hired coverage." The certificate of insurance must name as additional insured (at a minimum) the Chapter hiring the vendor as well as Phi Sigma Pi National Honor Fraternity. Attach a copy of the certificate of insurance to the Event Planning Form.
- _____ 3. Agree in writing to cash sales only, collected by the vendor, during the event.
- _____ 4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- Checking identification card of attendees upon entry.
 - Not serving minors.
 - Not serving individuals who appear to be intoxicated.
 - Service is limited to beer and wine only. Hard liquor, mixed drinks and products such as Mike's Hard Lemonade, Smirnoff Ice and the like are not permitted.
 - 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.

Attach the written agreement signed and dated by the Chapter President and the Vendor stipulating agreement to the items required in #3 and #4 above to the Event Planning Form.

This form must also be signed and dated by the Chapter President and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the Chapter be in compliance with Phi Sigma Pi's requirements. Attach a signed copy to the Event Planning Form.

Chapter President Signature and Date

Vendor Signature, Company and Date