



Third Party Vendor Guidelines to Serve Alcohol

If your Chapter chooses to hold an event using a Third Party Vendor then the Third Party 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.
- 2** 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 certificate of insurance must also show evidence that the vendor has, as part of this 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 Phi Sigma Pi National Fraternity.

The **Third Party Vendor Checklist** must be completed and the Vendor agrees to the follow:

- 1** Agree in writing to cash sales only, collected by the vendor, during the function.
- 2** 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.
 - Limits service to beer & wine only.

Any questions or for more information e-mail riskmanagement@phisigmapi.org or contact the National Office at 717-299-4710.