



# 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.

## The Vendor:

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.

## The Vendor also:

- \_\_\_\_\_ 3. Agrees to cash sales only, collected by the vendor, during the event.
- \_\_\_\_\_ 4. Assumes 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.
  - Maintaining absolute control of all alcoholic containers present that the Vendor is serving.
  - 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.

This form should 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.

\_\_\_\_\_  
Chapter President Signature and Date

\_\_\_\_\_  
Vendor Signature, Company and Date