

THIRD-PARTY VENDOR CHECKLIST

Please review and complete the following checklist to retain a third-party vendor for alcohol service at chapter events.

CHAPTER CONSUL/RISK MANAGER:

Your chapter will be in compliance with the risk management policies of Sigma Chi Fraternity and the Risk Management Foundation if you hire a "third party vendor" to serve alcohol at your functions 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 and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

2. **Be properly insured** with a **minimum** of \$1,000,000 of general liability insurance, evidenced by a properly completed "Certificate of Insurance" (COI) prepared by the insurance provider. The above COI **should also show evidence that the vendor has, as part of his coverage, "off-premise liquor liability coverage" and "non-owned and hired auto coverage."**
3. **The Certificate of Insurance must name as additional insured** (at a minimum):
 - A. the local chapter of Sigma Chi Fraternity hiring the vendor,
 - B. the local house corporation, and
 - C. Sigma Chi International Fraternity.

This should be requested at least 30 days in advance of the event.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

4. Agree in writing to on-site sales only to individuals, collected by the vendor, during the function.



5. 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:
- A. Checking identification cards upon entry;
 - B. Not serving minors;
 - C. Not serving individuals who appear to be intoxicated;
 - D. Maintaining absolute control of ALL alcoholic containers present;
 - E. 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).
 - F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER CONSUL AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #2, #3 AND #4 ABOVE.

This form must also be signed and dated by both the Chapter Consul and the Vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Sigma Chi Fraternity and the Risk Management Foundation.

Chapter Consul's Signature & Date
Date

Vendor's Signature, Company &