



## SigEp Third-Party Vendor Policy Checklist

Using a licensed and insured third-party vendor for an event where alcohol will be served is the safest and most effective method for either an undergraduate chapter or AVC hosting an event. A third-party vendor is an alcohol service provider that manages the distribution of alcohol at a function. Third-party vendors can be either businesses or individuals; chapters can either host events with third-party vendors at the third-party or hire individual third-party vendors to serve alcohol at an event. Examples of third-party vendors are licensed bartenders, catering services, restaurants or bars that have a valid liquor license *and* own insurance with liquor liability coverage.

Your undergraduate chapter or Alumni and Volunteer Corporation will be in compliance with the risk management policies of the National Fraternity if you hire a “third-party vendor” to serve alcohol at your functions only when you can document the following checklist items.

By initialing each item below the applicable party is agreeing to the terms or conditions outlined below.

### 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
2. Provide copies of their state and local licenses.
  - *undergrad/alumni - please attach those to this form and retain it for your records*
3. Be properly insured with a minimum of \$1,000,000 of general liability insurance, verified by a properly completed certificate of insurance prepared by the insurance provider
4. Provide a “certificate of insurance” that shows evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired coverage.”
5. Provide a certificate of insurance that names as additional insured (at a minimum) the local chapter and/or Alumni Volunteer Corporation (AVC) hiring the vendor as well as the national fraternity with whom the local chapter or AVC is affiliated.
  - *undergrad/alumni - please attach a copy of the certificate of insurance to this form and retain it for your records*
6. Agree to cash or credit card sales only, collected by the vendor, during the function.
7. Assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - A. Checking identification card either upon entry and/or before alcohol is served;
  - B. Not serving minors;
  - C. Not serving individuals who appear to be intoxicated or incapacitated;
  - 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 if event is not held at a third party vendor restaurant or bar.

**THE UNDERGRADUATE CHAPTER OR ALUMNI/VOLUNTEER CORPORATION MUST:**

When hosting a Third-Party Vendor event, the undergraduate chapter or alumni group must comply with both [SigEp's Risk Management Policies](#) as well as the following supplemental risk management policies:

**SigEp's Third-Party Vendor Supplemental Risk Management Policies**

1. Undergraduate chapters must create a guest list to host an event and the total number of attendees (members and guests) cannot exceed three times the chapter size *or* the occupancy fire code limit for the venue. At alumni sponsored events, a guest list is not required but the total number of attendees cannot exceed the occupancy fire code for the venue.
2. Members and guests must show proof of legal drinking age by providing a picture ID with a birth date.
3. Members and guests who are of legal drinking age should receive something to identify that they are 21 years old or over. (e.g., wristbands)
4. Non-alcoholic beverages and food should be available to guests at the event.
5. Make sure you are in compliance with all campus policies and procedures.

**Depending on who is hosting the function, this form must be signed and dated by either the undergraduate chapter or alumni and the vendor. In doing so, both parties understand that only through compliance with the both SigEp's Risk Management Policies and these supplemental policies will the undergraduate chapter and/or alumni group be in compliance with the national fraternity requirements. This document and all the attachments should be retained for at least three years following the event.**

\_\_\_\_\_  
Chapter or Alumni representative printed name/title

\_\_\_\_\_  
Vendor's printed name/Company name

\_\_\_\_\_  
Chapter or Alumni representative signature & date

\_\_\_\_\_  
Vendor's Signature & date

If you have any questions about SigEp's Risk Management Policies or the Third-Party Vendor guidelines, please contact Member Safety Director [Kathy Johnston](#)