



SigEp Third Party Vendor Policy Guidelines

Using a licensed and insured third party vendor for an event where alcohol will be served is the safest and most effective method for hosting an event. A third party vendor is an alcohol service provider that manages the distribution of alcohol at a function. Examples of third party vendors are licensed bartenders, catering services, restaurants or bars. A third party vendor must have a valid liquor license and its own insurance with liquor liability coverage.

Your Chapter or Alumni 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 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 THIS CHECKLIST

- _____ 2. Be properly insured with a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate of general liability insurance, verified by a properly completed certificate of insurance prepared by the insurance provider.

The Certificate of Insurance should also show evidence that the Vendor has, as part of its coverage, "Liquor Liability coverage and Hired and NonOwned Auto Liability coverage."

The above “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 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.

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

- _____ 3. Agree in writing to cash or credit card sales only, collected by the vendor, during the function.

- _____ 4. The Vendor/Venue agrees to defend, indemnify and hold the National Fraternity and the local chapter harmless for loss, damages, expenses, including reasonable attorney fees, arising out of the negligence of the Vendor, its employees, sub-contractors and agents.

- _____ 5. 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:
 - A. Check identification cards upon entry
 - B. Identify those who are of legal age to consume alcohol
 - C. Per-drink sales only during the function
 - D. Refrain from serving minors
 - E. Refrain from serving individuals who appear to be intoxicated
 - F. All alcohol sales are cash/credit per drink to individuals
 - G. Maintain absolute control of ALL alcoholic containers present
 - H. Collect remaining alcohol at the end of a function and remove all alcohol from the premises
 - I. No excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter
 - J. Removing all alcohol from the premises.

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

This form must also be signed and dated by the chapter or Alumni and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter and/or Alumni be in compliance with national fraternity requirements.

Chapter or Alumni Signature and Date

Vendor's Signature/Company and Date

When hosting a Third Party Vendor event, the Chapter and Alumni must comply with SigEp's Risk Management Policies as well as the following supplemental risk management policies:

- 1. Chapter 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. (i.e., wristbands)
- 4. Non-alcoholic beverages and food should be available to guests at the event.

If you have any questions about SigEp's Risk Management Policies or the Third Party Vendor guidelines, please contact the Headquarters staff for assistance.

Additional Member Safety Resources

Additional resources and documents can be found in the Member Safety section of the Fraternity's website as well as in the mySigEp resource library.