

## Third Party Vendor Guidelines G-25

Your chapter will be in compliance with the Social Host Responsibility Policy if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National organization to make sure this checklist will be in compliance with your Inter/National Risk Management policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Virginia, Virginia Alcohol Beverage Control, Hanover County, the Town of Ashland, and Randolph-Macon College as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

### THE VENDOR MUST:

- \_\_\_\_\_ 1 Be properly licensed by the appropriate local and state authority. The 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 prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of his 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 national fraternity with whom the local chapter is affiliated.

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

- \_\_\_\_\_ 3 Agree in writing to cash sales only, collected by the vendor, during the function. (If Third Party Vendor Program Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)

- \_\_\_\_\_ 4 Agree 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 whom 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 alcohol from 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 checklist must also be signed and dated by both 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 their risk management policy, IFC, and the Office of Student Organizations and Greek Life.

Chapter/Organizations President:	Vendor:
Date:	Date: