

Date Submitted: _____

THIRD PARTY VENDOR EVENT CHECKLIST

TO THE CLUB OFFICERS:

Your Club will be in compliance with SCO Social Event Policies related to risk management if you hire a third party vendor to serve alcohol at your function WHEN you can document the following checklist items:

THE VENDOR MUST:

- ___1. Be properly licensed by the appropriate local and state authorities. 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 ANY AND ALL 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 their coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." ATTACH A COPY OF THE CERTIFICATE OF INSURANCE TO THIS CHECKLIST.
- ___3. Agree in writing to cash sales only, collected by the vendor, during the function.
- ___4. No open bar can be agreed upon.
- ___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 (Using card scanners is preferred).
 - 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 CLUB PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3, 4, AND 5 ABOVE.

This form must also be signed and dated by both the club president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with SCO Social Event Policy and able to have their social event.

Sport Club President's Signature and Date

Vendor's Signature/Company and Date