**Third Party Vendor Checklist**

Before committing to a third party vendor examine this checklist and decide whether or not your choice of a third party vendor has met these expectations.

The vendor must:

 1. Be properly licensed by the proper state and local 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 (or greater if required by your national fraternity) 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 a part of their 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. Recommended, but not required: Agree in writing to cash sales only, collected by the vendor, during the function.

 4. Assume in writing all of the responsibilities that any other distributor of alcoholic beverages would assume in the normal course of business, including but not limited to:

1. Checking identification cards upon entry.

2. Not serving minors.

3. Not serving individuals who appear to be intoxicated.

4. Maintain absolute control of all alcohol containers present.

5. Collecting all remaining alcohol at the end of the function (no excess alcohol, whether opened or unopened, is to be given or sold to the chapter)