

## **Student Organization Events with Alcohol Third Party Vendor Checklist**

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An increasingly popular option for organizations to consider when planning events with alcohol is the use of a third party vendor. Using a third party vendor for an event can mean one of two things. First, an organization can utilize a third party vendor by paying for the services of a person licensed to sell and dispense alcohol during recognized student organization events.

A second method to using a third party vendor includes reserving or renting out an establishment (ie. bar or tavern) that is licensed to sell alcoholic beverages. In either of the two methods, a non-organization member is licensed by the State to sell alcohol drink by drink to individuals invited to the party and on a guest list.

The following checklist is meant to assist you in working with third party vendors to plan an event with alcohol.

### **THE VENDOR/BAR MUST:**

- \_\_\_\_\_ 1. Be properly licensed by the appropriate local and state authorities. The vendor should agree to make a copy of the TABC Caterers Permit and attach it to this checklist for the records of the organization reserving the bar or requesting the service.
- \_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 (or greater if required by an affiliate) of general liability insurance. This coverage is evidenced by a properly completed Certificate of Insurance prepared by the third party vendor's insurance provider.
- ❖ If the student organization is hiring a vendor to sell alcohol in a place other than a bar or tavern, the Certificate of Insurance must show evidence that the vendor has, as part of the 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 recognized student organization hiring the vendor.

### **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. 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;
  - 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 organization.
  - F. Removing all alcohol from the premises.

- \_\_\_\_\_ 5. Receive money from the organization only for the service of utilizing the vendor's service and/or rental of the facility (bar, tavern, etc.). Individual participants/attendees will be responsible for the purchase of alcoholic drinks. No money will be received from the organization for the purchase of alcohol.
- \_\_\_\_\_ 6. Agree that only individuals named on the guest list will be admitted to the bar, tavern, etc. for the duration of the time the facility has been rented by the organization.
- \_\_\_\_\_ 7. Agree not to publicize or advertise the organization's use of the facility/service.
- \_\_\_\_\_ 8. Not rent the facility at a reduced rate in exchange for anything provided by the organization (i.e. anticipated alcohol sales, percentage of sales, advertisement, etc.) or set drink specials for the event.

**THE ORGANIZATION MUST:**

- \_\_\_\_\_ 1. Pay for the bartender's services and/or facility rental fees **ONLY**. Student organization funds must not be used to purchase alcoholic beverages.
- \_\_\_\_\_ 2. Not coordinate the purchase of alcoholic beverages for members or guests. This includes coordinating purchases of drinks from the third party vendor and bar, as well as a "pass the hat" method and/or "paying a tab."
- \_\_\_\_\_ 3. Develop a guest list prior to the event and enforce this guest list at the entrance of the event involving alcohol. Persons not on the guest list must not be admitted to the event.
- \_\_\_\_\_ 4. Not have alcohol present at any recruitment or new member event or activity.
- \_\_\_\_\_ 5. Develop a written agreement signed and dated by the organization president and the vendor or bar stipulating agreement to the items in this checklist.
- \_\_\_\_\_ 6. Ensure non-alcoholic drinks and non-salty foods are available and free of charge throughout the function.
- \_\_\_\_\_ 7. Promote responsible driving decisions (e.g. CARPOOL, designated-drivers, and taxis).

This form should be used in conjunction with a signed and dated contract by the chief student leader, event coordinator, **and** the vendor. In doing so, both parties commit to being held accountable to these things while working together on a safe, successful event. For assistance with the contract process please contact the Student Organization Development and Administration team in the Department of Student Activities at 979-458-4371.