THIRD PARTY VENDOR PROCEDURES & GUIDELINES

Third Party Vendor Procedures:
1. Ensure that the bartender and the location are both licensed to sell alcohol.
2. Obtain a copy of these licenses.
3. Ensure that the bartender and location are both insured. At a minimum, this policy should be a $1,000,000 general liability policy that includes “off premise liquor liability coverage and non-owned hired auto coverage.” The certificate of insurance should name the local and national chapter of your fraternity/sorority as an additional insured party.
4. Obtain a copy of the insurance policy certificate.
5. Insure that your vendor agrees in writing to the following responsibilities;
   a. Checking identification cards;
   b. Not serving minors or persons who appear to be intoxicated;
   c. Controlling the distribution of all alcohol; and
   d. Restricting access to and prohibiting possession of alcohol by the fraternity or sorority at the end of the event.
6. A minimum of one sober monitor per 20 attendees must be at the event. Monitors should be an initiated member who will be able to effectively enforce chapter and University guidelines and intervene when appropriate. These monitors should be certified through the TIPS training program offered by the University or demonstrate completion of similar risk management training.
7. The event must always be in accordance with school, local and state ordinances and must not exceed 5 hours.

Third Party Vendor Event Guidelines:
1. Chapters should have a safe ride program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the chapter event so that the entire event does not center on the consumption of alcohol.
3. An ample supply of alcohol-free beverages and non-salty foods should be provided.
4. Service of alcohol should stop at least one hour before the scheduled ending time.
5. Chapter should determine with the aid of advisors, (inter)national headquarter staff, venue representative(s) and/or University official(s) whether any security personnel should be at the event.