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THIRD PARTY VENDOR CHECKLIST

WHAT IS A THIRD-PARTY VENDOR?

A third-party vendor is a properly licensed business that provides beverages, including alcohol, food, or a venue that a Chapter or Colony hosts an event at. These can be used at events hosted at a chapter facility as well providing a cash sale bar for those of the legal drinking age to purchase alcoholic beverages.

REQUIREMENTS OF THE VENDOR

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and temporary license to sell on the premises where the function is to be held. Request copies of the state and local licenses.
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 certificate should show that the vender, as part of their coverage has "off premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance must also name, as additional insured, your Chapter or Colony hiring the vender.
3. Agree, in writing, to cash sales only, collected by the vender, 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 ID's upon entry
 - b. Not serving to those below the legal drinking age
 - c. Not serving individuals who appear to be intoxicated
 - d. Maintaining control of all alcoholic containers present
 - e. Collecting all remaining alcohol at the end of the event
 - f. Removing all alcohol from the premises

Please use this resource to host events with third-party vendors and also utilize the Social Event Planning Guide. Should you have any questions, please contact the International Headquarters at 319-377-4811.