

## SOCIAL EVENT THIRD PARTY VENDOR CHECKLIST

Your chapter will be in compliance with the risk management policies of Kappa Kappa Psi/Tau Beta Sigma if you hire a third party vendor to serve alcohol at your functions *WHEN* you can document the following checklist items. *If you do not have a completed checklist, you may not have alcohol at your event. Also, please note this is the only method available to have alcohol at any events sponsored by Kappa Kappa Psi and/or Tau Beta Sigma. Chapters are strictly prohibited from providing alcohol first hand or hosting BYOB events. Please see the Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances if you have questions or contact the National Headquarters.*

THE VENDOR MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Be properly licensed by the appropriate local and state 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 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 his coverage, "off premise liquor liability coverage." **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.**
3. \_\_\_\_\_ Agree to cash sales only, collected by the vendor, during the function.
4. \_\_\_\_\_ Assume 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 chapter).
  - f. Removing all alcohol from the premises.

THE CHAPTER MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Have a complete and final guest list for the event at least 48 hours in advance. Only individuals on the guest list will be permitted to attend. **ATTACH A COPY OF THE GUEST LIST.**
2. \_\_\_\_\_ Ensure that Non-Salty Food and Non-Alcohol Beverage options are available for the duration of the function.
3. \_\_\_\_\_ Not permit or encourage any form of “drinking games” or the rapid mass consumption of alcohol during the event.
4. \_\_\_\_\_ Provide sober members for the entirety of the event to help with event management.
5. \_\_\_\_\_ Must be in compliance with any and all applicable laws and policies of the state, province, county, city, institution of higher education, band program, and Kappa Kappa Psi/Tau Beta Sigma.

This form must also be signed and dated by the chapter president, chapter sponsor and or the Director of Bands, and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Kappa Kappa Psi/Tau Beta Sigma requirements. The chapter must keep a copy of this signed document and all attachments.

\_\_\_\_\_  
Chapter President's Signature & Date

\_\_\_\_\_  
Vendor's Signature/Company & Date

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Chapter Sponsor Signature and/or Director of Bands & Date