



THIRD PARTY VENDOR AGREEMENT/CHECKLIST

THE VENDOR MUST:

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.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE

3. Agree to cash sales only, collected by the vendor, during the function.

4. No open bar.

5. 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 (Using card scanners is preferred)
- 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).

This form must be signed and dated by both the club president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance SCO Social Event Policy requirements.

Club President's Signature & Date

Vendor's Signature/Company & Date