



MILLIKIN UNIVERSITY®

Office of Inclusion and Student Engagement

Third Party Vendor Check List

1184 West Main Street
Decatur, Illinois 62522

This must be completed and attached to the Event Registration Form

The President MUST:

Submit a completed **Third Party Vendor Checklist** with any Event Registration Form for an event with alcohol. This includes all events on or off campus.

The Vendor MUST:

(The Vendor must initial #1-4 below.)

____ 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 being held. **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS LIST.**

____ 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 AND HIGHLIGHT REQUIRED CLAUSES.**

- a. The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage"
- b. **For Greek Life:** The "certificate of insurance" must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor and the Inter/National fraternity with whom the local chapter is affiliated.

____ 3. Agree in writing to cash only sales, 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. Designating those 21 years of age and older (wristbands)
- c. Not serving minors
- d. Not serving individuals who appear to be intoxicated
- e. Maintaining absolute control of ALL alcoholic containers present
- f. Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the organization)
- g. Removing all alcohol from the premises

***ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE PRESIDENT AND THE VENDOR SPECIFYING THE AGREEMENT MADE TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.**

Signatures:

This form must be signed and dated by the President and Vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with Millikin University requirements and the Inter/National organization (if applicable).

President Name

President Signature

Date

Vendor Representative Name

Vendor Representative Signature

Date