



**Third Party Vendor Checklist: Hosting Events with Alcohol**

*A Policy for Registered Student Organizations  
Arizona State University at the Tempe campus*

Arizona State University at the Tempe campus expects usage of the following Third Party Vendor Checklist as a way to effectively manage events with alcohol.

- The vendor must 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.
- The vendor must be properly insured with a minimum of \$1,000,000 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 this coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” If applicable, the certificate of insurance must name as additional insured (at a minimum) the local organization hiring the vendor as well as the national organization with whom the local group is affiliated. Attach a copy of the certificate of insurance and highlight the required areas.
- The vendor must agree in writing to cash sales only, collected by the vendor, during the function. (Sales should not be subsidized by the organization)
- The vendor must assume in writing all the responsibility that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification upon entry
  - Not serving minors
  - Not serving individuals who appear to be intoxicated
  - Maintaining absolute control of all alcoholic containers present
  - Collecting all remaining alcohol at the end of the function (no excess alcohol - opened or unopened is to be given, sold or otherwise furnished to the chapter
  - Removing all alcohol from the premises

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE ORGANIZATION PRESIDENT, ADVISOR AND THE VENDORS STIPULATING AGREEMENT TO THE ITEMS REQUIRED WITHIN THIS CHECKLIST.

This form must also be signed and dated by both the organization president and the vendor.

\_\_\_\_\_  
Organization President’s Signature and Date

\_\_\_\_\_  
Vendor’s Signature/Company and Date

\_\_\_\_\_  
Advisors Signature and Date