

Illinois State University Alcohol Procedures
THIRD PARTY AGREEMENT
Registered Student Organizations ONLY

This form is an alternative to the electronic third party agreement available at <https://redbirdlife.illinoisstate.edu/submitter/form/start/347430>. **This form is to be completed by the third-party vendor a minimum of two (2) weeks prior to the event.** Once completed, it should be emailed along with a copy of the vendor's alcohol license and vendor's insurance to FraternitySororityLife@IllinoisState.edu.

Vendor Responsibilities:

- A. Vendor must be properly licensed by the appropriate local and state authority. This may include both a liquor license and a temporary license to sell on the premises of where the event will be held.
- B. Vendor must have insurance:
 - a. Commercial general liability - minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - b. Liquor liability - \$1,000,000 per occurrence
 - c. Worker's compensation – statutory
 - d. Employer's liability (not required of sole proprietors) - \$500,000
- C. If venue and alcohol vendor are separate entities, venue must be properly insured with a commercial general liability minimum of \$1,000,000 per occurrence of coverage.
- D. Individual provided by vendor to serve, sell, dispense, or otherwise provide alcohol at the event shall:
 - a. Have current alcohol server training certification by a program nationally recognized in the field (TIPS or BASSET)
 - b. Be over the age of twenty-one (21)
 - c. Not be a member of any sponsoring organization
- E. Vendor will collect payments for alcohol sales at the event. Sales will be conducted on a per drink basis.
 - a. Running of tabs is prohibited.
 - b. Open bars and free drinks are not permitted.
- F. Vendor is responsible for checking identification of attendees upon entry and designating those twenty-one (21) years and older. Wristbands are recommended.
- G. Vendor will not serve alcohol to attendees who appear to be intoxicated.
- H. Vendor shall retain control of all alcohol containers present.
- I. Vendor will collect and remove all alcohol from the premises at the conclusion of the event – no excess alcohol, either opened or unopened, is to be given, sold, or furnished to the organization or attendees.
- J. Vendor will track sales of individual types of alcohol and provide receipt or list of sales to organization at the conclusion of the event or on final invoice.

Vendor Business Name: _____ Vendor Contact Name: _____

Vendor Phone: _____ Vendor Email: _____

Student Organization hosting event: _____

Student Contact: _____

Event Date: _____ Start Time: _____ End Time: _____

Acknowledgment:

On behalf of the aforementioned vendor, I acknowledge I have had sufficient time to review and seek explanation of the terms and conditions above, have carefully read them, understand them fully, and agree to be legally bound by them.

Vendor Representative Signature

Vendor Representative Name

Date

This form and copies of the vendor alcohol license and insurance must be received by the Dean of Students Office PRIOR to the event. The Dean of Students Office will not consider the event until form is received. Event cannot be held until the RSO receives written approval from the Dean of Students Office.