

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

The Registered Student Organization (RSO) President must:

Submit this agreement with any **Registration Form for Events with Alcohol** when a third party vendor is supplying the alcohol (not a BYO event). The RSO will be in compliance with the risk management policies of the University related to alcohol if a "third party vendor" is hired to serve alcohol at the function and the RSO can document the following checklist items. This applies to events held off-campus.

The Vendor agree to:

(Vendor must initial items #1-5 below to show agreement)

_____ 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. Maintain applicable liquor liability insurance with a minimum of \$1 million per occurrence of coverage. Applicable insurance coverage shall be primary non-contributory. ***Attach a copy of the insurance to this checklist.**

_____ 3. Agree in writing to cash sales only, 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 and designating those 21 and older (i.e. with wristband, stamp, etc.)
- b. Not serving minors
- c. Not serving individuals who appear to be intoxicated
- d. Maintaining 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 organization)
- f. Removing all alcohol from the premises

_____ 5. Any breach or violation of this Agreement shall be grounds for immediate termination thereof. Any person, organization or vendor who violates any provision of this Agreement may be held liable both civilly and criminally. Nothing in this agreement precludes the University from imposing its own sanctions against the vendor.

Signatures:

This form must be signed and dated by the vendor, Registered Student Organization (RSO) president, and RSO advisor. In doing so, all parties understand that submission of the Agreement assists the RSO in being compliant with requirements of Illinois State University to host an event with alcohol supplied by a third party vendor.

Vendor Representative Signature	Vendor Representative Name	Date
RSO President Signature	RSO President Name	Date
RSO Advisor Signature	RSO Advisor Name	Date

This form 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.