



SAINT JOSEPH'S UNIVERSITY  
Office of Student Leadership and Activities

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## Third Party Vendor Checklist

Student Leadership and Activities at Saint Joseph's University recommends Fraternity and Sorority chapters utilize the following checklist when planning third party vendor events in order to document compliance with the University's risk management policy (FIPG Policy).

Sponsoring Organization: \_\_\_\_\_

Co-Sponsoring Organization (if applicable): \_\_\_\_\_

Sponsoring Organization Planning Officer: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

# of miles from campus: \_\_\_\_\_

Type of transportation provided: \_\_\_\_\_

Start time of Event: \_\_\_\_\_

End time of Event: \_\_\_\_\_

1. 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. **OBTAIN A COPY OF THE LICENSE FROM THE VENDOR.**
2. The Vendor must 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. The above "certificate of insurance" must show evidence that the Vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." **OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE.**
3. The Vendor must agree in writing to cash/credit sales only to individuals over the legal drinking age, collected by the Vendor, during the function.
4. The Vendor must assume in writing all responsibilities that any other purveyor of alcoholic beverage would assume in the normal course of business, including but not limited to:
  - a. Checking identification upon entry;

- b. Not serving to minors;
  - c. Not serving to individuals who appear to be intoxicated;
  - d. Maintaining absolute control of all alcoholic containers present;
  - e. 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 chapter(s)); and
  - f. Removing all alcohol from the premises.
5. The contract with the Vendor:
- a. Should only be executed in the name of the undergraduate chapter. Do not use “Saint Joseph’s University” to execute the contract.
  - b. Limit the obligation to defend or indemnify the Vendor to the sole negligence of the undergraduate chapter.
  - c. Only include additional insured requirements that assume responsibility for the actions of the undergraduate chapter, not the Vendor or other third parties.

OBTAIN A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form should also be signed and dated by both the Chapter President and Vendor. In so doing, both parties understand that only through compliance with these conditions will the chapter be in compliance with FIPG and University requirements.

\_\_\_\_\_

Chapter President’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Vendor’s Signature/Company

\_\_\_\_\_

Date

Questions about the Third Party Vendor Checklist? Need help with event planning or have questions about risk management? Contact Stacey Sottung, Associate Director of Leadership and Greek Life, at [ssottung@sju.edu](mailto:ssottung@sju.edu) or (610) 660-1077.