

Collegiate Panhellenic and Interfraternity Council

Form A

For Third Party Vendor Events

Page 1 of 3 **ALL PARTICIPATING CHAPTERS MUST COMPLETE THIS FORM**
 ~FORM & ALL REQUIRED INFORMATION 14 CALENDAR DAYS BEFORE THE EVENT @ 5:00PM~

Chapter Name: _____ **Date of Event:** _____

Going to be held in Conjunction with another Chapter: Yes No **If yes, with whom:** _____

Description of Event: _____ **Establishment Name:** _____

Phone Number: _____ **Address (street, city, state):** _____

Time of Event: Begins _____ **Concludes:** _____

Number of Members to be Present: _____ **Number of Guests:** _____

Total Attendees **Not to exceed vendor fire code:* _____

Number of Entrances to Event: _____ **Number of Exits:** _____

Alternative Food: Money Allotted: \$ _____ **Alternative Food:** _____

***Note:** ALTERNATIVE BEVERAGE should be provided by the Vendor
 Food must be an item that does not require preparation to eat*

Entertainment Description: _____

<p>Social Chairs</p> <p>_____ Name Phone</p> <p>_____ Name Phone</p> <p>Bussing Line</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Number of Buses: _____</p> <p>Time of Departure: _____</p>	<p>Person Filling Out Form</p> <p>_____ Name Phone</p> <p>President</p> <p>_____ Name Phone</p> <p>Risk Management Chair</p> <p>_____ Name Phone</p>	<p>Sober Monitors</p> <p><i>*Indicates monitor needed for each additional 50 attendees over 300</i></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>*6) _____</p> <p>*7) _____</p> <p>*8) _____</p> <p>*9) _____</p>
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The chapter does hereby accept full responsibility for the event stated above. In accepting this responsibility, the chapter will make certain that all State and City laws, University Alcohol Policies and Guidelines, as well as national fraternity policies are enforced. The chapter understands that the chapter is required to regulate the behavior of all individuals at the event. The chapter agrees that upon direction of the Events Review Board, Greek Affairs Coordinator, or University Official, the chapter will immediately close the event. Finally, the chapter understands that failure to abide by all stipulations of this agreement and The Events Policy may be grounds for closing the event and potential disciplinary action. The chapter understands that a chapter cannot host this event without having the event approved by The Events Review Board.

PLEASE ATTACH (only one set for each function) :

1 Invitation, Third Party Vendor Contract, Copy of Vendor's Liability Insurance, Copy of Vendor's Liquor License

Social Chair's Signature: _____ **Date:** _____

President's Signature: _____ **Date:** _____

ERB Date: _____ **Passed:** _____

Form "A"

Third Party Vendor Contract Alcohol Served

Page 2 of 3 **Completing this form does not guarantee approval of the event by events review board. Therefore it is suggested that all forms be completed before deposits are made on food, transportation, hotel, etc.**

This contract is between the _____ Chapter at Iowa State University
(Name of Chapter)
and _____, on the _____ day of _____, _____.
(Name of Vendor) (day) (month) (year)

The purpose of this agreement is for the Chapter to use a licensed vendor for providing services at a social event that is in full compliance with applicable laws and regulations of the federal government, state, county, city and Iowa State University.

The date of the social event is: _____.

The location of the social event is: _____.

The Chapter agrees that it shall:

1. Follow the Panhellenic and Interfraternity Council Events Policy and the ISU Student Disciplinary Regulations while in attendance at this social event.
2. Provide a copy of the Panhellenic and Interfraternity Council Events Policy to the Vendor.
3. Ensure that no patrons other than members and guests of the Chapter are present during this event.
4. Provide adequate supervision at the event.
5. Provide safe transportation to all patrons of the event and not permit intoxicated patrons to drive a vehicle to or from the event.
6. Promptly pay Vendor for all monies due for the services provided.

In consideration of providing services to the event, the Vendor agrees that it shall:

1. Be properly licensed by the State of Iowa and appropriate local authority to sell alcohol at the location of this event.
2. Be insured with a **minimum** of \$1,000,000 of general liability insurance (combined single limit per occurrence for bodily injury including death, personal injury, and property damage). Provide to the Chapter a properly completed original "Certificate of Insurance" prepared by the insurance provider.

The above certificate of insurance **must** also show evidence that the Vendor has, as a part of their coverage, "off-premise liquor liability coverage" and "non-owned and hired auto coverage."

The certificate of insurance **must** also name, as additional insured, the local chapter of Iowa State University, the housing corporation of the Chapter, the national body of the fraternity, State of Iowa, Board of Regents (State of Iowa) and Iowa State University and shall provide 30 days notice of cancellation or material change of coverage to the certificate holders.

3. Agree in writing to cash sales only, collected by the Vendor, during the event. **Alcohol may not be purchased through the Chapter treasury** or through pooling member funds. Drink "specials" and chapter subsidized drink pricing is expressly prohibited.
4. Assume 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. Not serving minors.
 - c. Not serving individuals who appear to be intoxicated.
 - d. Maintaining absolute control of all alcoholic containers present
 - e. Collection all remaining alcohol at the end of a function (no excess alcohol, opened or unopened is to be given, sold, or furnished to the Chapter.
 - f. Making sure that no alcohol leaves the location of this event.
 - g. Removing all alcohol from the premises, if event takes places in location other than Vendor's premises.
5. Ensure that no patrons other than members and guests of this Chapter are present during this event.

In consideration of the above mutual promises, the parties have signed this Third Party Vendor Contract on the date indicated by the signature.

Chapter President's signature

Date

Chapter: _____

Address: _____

Phone: _____

Vendor's signature,

Date

Name of company: _____

Address: _____

Phone: _____

***Vendors may fax information directly to the Greek Affairs Office. (515-294-6331)**

*****All vendors MUST agree to ALL of the above terms. If they do not agree they are NOT in compliance with Iowa State University, CPC/IFC policy. Please immediately contact CPC/IFC Risk Management Chairs
