Third Party Vendor Checklist

All vendors must be properly licensed by the appropriate authority to sell/serve alcohol. Please attach any and all copies of state and local licenses to this form.

All vendors 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 an insurance provider. Please attach a copy of the certificate of insurance and highlight required clauses.

Assume in writing all responsibility that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- Checking identification card(s) upon entry
- Not serving alcohol to 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 a function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter).

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Student Involvement and San José State University requirements.

_________________________________  ____________________________________
Chapter President’s Printed Name  Chapter President’s Signature

_________________________________  ____________________________________
Chapter Advisor’s Printed Name  Chapter Advisor’s Signature

_________________________________  ____________________________________
Vendor’s Printed Name  Vendor’s Signature

_________________________________
Vendor Address  Vendor/Location Name