

## EVENT CONTRACT & THIRD-PARTY VENDOR CHECKLIST

The Fraternal Information and Programming Group and Pi Kappa Phi's insurance carrier (Holmes Murphy) recommend that chapters utilize the following checklist when planning third-party vendor events to document compliance with the Fraternity's Risk Management Policy.

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 also show evidence that the vendor has, as part of his coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance should name as additional insured and Certificate Holder (at a minimum) your undergraduate chapter, as well as the national Fraternity. **OBTAIN A COPY OF THE CERTIFICATE OF INSURANCE ON AN ACORD FORM 125.**
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 the responsibilities that any other purveyor of alcoholic beverage would assume in the normal course of business, including but not limited to:
  - a. Checking identification cards upon entry;
  - b. Not serving to minors;
  - c. Not serving individuals who appear to be intoxicated;
  - d. Maintaining absolute 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 chapter); and
  - f. Removing all alcohol from the premises.
5. The contract with the vendor (if requested):
  - a. Should only be executed in the name of the undergraduate chapter (e.g., Alpha Chapter of Pi Kappa Phi Fraternity). Do NOT use "Pi Kappa Phi Fraternity" or the name of your local housing corporation 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 archon and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Pi Kappa Phi's Risk Management Policy.

\_\_\_\_\_  
Archon's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Signature/Company

\_\_\_\_\_  
Date

*If requested, Pi Kappa Phi will review the contracts for your events. Please send an electronic copy of the contract to [prevacct@pikapp.org](mailto:prevacct@pikapp.org) or to your director of chapter services for review.*