

# Form A – Third Party Vendor Events

This contract is between the \_\_\_\_\_ Chapter at Iowa State University  
(Name of Organization)

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 Office of Sorority and Fraternity Engagement Procedures for Registration and Requirement for Sorority and Fraternity Events Involving Alcohol and the ISU Student Disciplinary Regulations while in attendance at this social event.
2. Provide a copy of the Procedures for Registration and Requirement for Sorority and Fraternity Events Involving Alcohol 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 meeting location for the common transportation.
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. Have a liquor license issued by the State of Iowa Alcoholic Beverages Division (IABD) allowing alcohol service at the event site specified. The type of alcohol served and conditions for service must be consistent with the Vendor's liquor license
2. Obtain and maintain the minimum insurance coverages set forth below. The Vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Vendor is not relieved of any liability or other obligations assumed or pursuant to the Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Minimum insurance coverages and requirements are as follows:

<b>Commercial General Liability:</b>	
General Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$100,000
Medical Payments (Any One Person)	\$5,000

**\*\*\* All vendors MUST agree to all of the above terms. If they do not agree they are NOT in compliance with Iowa State University, Office of Sorority and Fraternity Engagement, and the event may not be hosted. Please immediately contact your appropriate council representatives. \*\*\***

# Form A – Third Party Vendor Events

**Excess/Umbrella Liability:**

The policy must provide for \$1,000,000 each occurrence limit

**Liquor Liability:**

Each Occurrence \$1,000,000

3. Provide a certificate of insurance **that must** 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.

Agree in writing to individual drink sales only meaning that each guest is responsible for purchasing their own beverage, 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.
6. Participate in a follow up service call from the Office of Sorority and Fraternity Engagement.

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

\_\_\_\_\_ Date  
Chapter President’s signature  
Chapter: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_ Date  
Vendor’s signature  
Name of company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**\*\*\* All vendors MUST agree to all of the above terms. If they do not agree they are NOT in compliance with Iowa State University, Office of Sorority and Fraternity Engagement, and the event may not be hosted. Please immediately contact your appropriate council representatives. \*\*\***