

**Austin Peay State University**  
**Third-party Vendor with Alcohol Service Checklist**

**To the Organization President(s):**

Your organization will be in compliance with the requirements and responsibilities of using a vendor if and when you can document the following listed items.

**The Vendor Must (vendor, please initial in each blank);**

\_\_\_\_\_ 1. 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.

**ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS FORM**

\_\_\_\_\_ 2. Be properly insured with a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The "certificate of insurance" must also show evidence that the vendor has, as part of that coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."

**ATTACH A COPY OF THE CERTIFICATE OF INSURANCE TO THIS FORM.**  
**MAKE SURE ALL REQUIRED CLAUSES ARE PRESENT ON THE CERTIFICATE.**

\_\_\_\_\_ 3. Agree in writing to cash/credit card sales only, collected by the vendor only, during the function.

\_\_\_\_\_ 4. Agree in writing that only those people listed on the guest list will be allowed entry into the event and that all guests must be checked off on the attached guest list at the door by a sober organization member listed below. If the sponsoring organization does not comply with this requirement, the vendor may contact the Office of Student Life and Leadership at (931-221-7431) to report any violations.

\_\_\_\_\_ 5. By signing this form, assume in writing 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 and age upon entry and distributing wristbands
- b. Not serving minors
- c. Not serving individuals who appear to be intoxicated;
- d. Maintaining absolute control of all alcohol containers present; and
- 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 organization members or guests).

**This form must be signed and dated by all parties involved in the function.**

If there are any additional agreements between the organization and the vendor (including vendor provided security, etc.), please attach a copy of this form.

Sober members at door: \_\_\_\_\_

Organization President/Date \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Vendor/Date \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_