



Greek Off Campus Event Registration Form

Registration Procedures Checklist:

- At the Panhel/IFC **meeting prior to the Greek Event**, the Panhel/IFC delegate must do the following:
 - Announce the event at the Panhel/IFC meeting.
 - Complete and submit this form.
 - Complete and submit a third party vendor checklist and agreement if the chapter(s) chooses to employ a third party vendor to provide bartending services at the event.
- Submit a complete guest list (i.e., non-members and all members attending) to **Campus Safety** and the **Assistant Director for Greek Life** at least **one hour** before the start of the event.
- Address any questions, requests, or exceptions to the Panhel/IFC President and the Assistant Director for Greek Life.

Chapter Registering: _____ **Date of Event:** _____

Location: _____
(Include name of venue /complete address/phone number with area code)

Start Time: _____ **End Time:** _____

Participating Chapters: _____

Title/Theme: _____ **Number of Members/Guests Attending:** _____

Type of Event: Mixer Invite Date Formal/SemiFormal Other: _____
(Circle more than one if needed.)

Risk Manager On Duty During the Event: _____
(Include name and telephone number/cell phone number.)

Event Transportation:

- Personal Cars Yes No
- Taxi Cabs Yes No
- Bus Yes No **If yes:**
 - Bus Company Name: _____
 - Bus Company 24 Hour Telephone Number with Area Code: _____
- Other: _____

Does This Event Conform to Your National Policy? (Yes or No)

Other Pertinent Information (i.e., Senior class event): _____

President: _____ **Signature:** _____ **Phone Number:** _____

Social Chair: _____ **Signature:** _____ **Phone Number:** _____



Third Party Vendor Checklist and Sample Agreement

The Chapter President/Risk Manager:

Your Chapter must be in compliance with the risk management policies of your inter/national fraternity/sorority if you hire a “third party vendor” to provide bartending services at your functions. **Please document the following checklist items by providing your initials next to each number and by providing the requested documentation as needed.**

The Vendor Must:

- ___1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and/or temporary license to sell on the premises where the function is to be held.
Attach copies of the licenses to the checklist.

- ___2. 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 certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity/sorority hiring the vendor as well as the national fraternity/sorority with whom the local chapter is affiliated.
Attach copies of the certificate of insurance to the checklist.

- ___3. Agree **in writing** to cash sales only, **collected by the vendor**, during the function.

- ___4. Assume all 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 control of all alcoholic containers present;
 - E. Collecting all remaining alcohol at the end of a function (e.g., no excess alcohol-opened or unopened-is to be given, sold or furnished to the chapter or chapter members);
 - F. Removing all alcohol from the premises at the end of the event.

Attach 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 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 national fraternity requirements and Albion College policies.

Chapter President’s Signature and Date

Vendor’s Signature/Company and Date

Sample Third Party Vendor Agreement

_____ (vendor name) will be operating as a “third party vendor” to serve alcohol at a social function for

_____ (chapter(s) name(s)) on

_____ (date) at _____ (location/common name of establishment). Both the vendor and the chapter or chapters involved agree to the sum of \$_____ to be paid in full, prior to the social function in question. This payment is designed to cover the costs associated with the hiring of security persons, bartenders, and any permit costs.

Chapter President’s Signature and Date

Vendor’s Signature/Company and Date