

MARQUETTE UNIVERSITY

Student Organization Third Party Vendor Responsibility Form

updated June, 2023



MARQUETTE
UNIVERSITY

Student Engagement

Event Information

Organization: _____

Date of Event: _____

Start Time: _____ End Time: _____

Location: _____

Sponsoring Chapter(s): _____

Name of Third Party Vendor: _____

Third Party Vendor Agreement

By signing this form the above third party vendor is agreeing to the following terms in writing:

- I have given the sponsoring chapter(s) proof of insurance with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a copy of a properly completed certificate of insurance prepared by the insurance provider.
 - This certificate also shows that the insurance coverage maintains “off premises liquor liability and non-owned and hired auto coverage.
 - This certificate also shows that the vendor has added the sponsor(s), alumni corporation(s), and national organization(s) as “additional insured” or “named insured” on their insurance coverage for the date of the event.
- I agree to CASH ONLY sales collected by myself, the vendor, during the entire function.
- I assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business including the following:
 - That vendor will check identification cards upon entry;
 - That vendor will refuse service of alcoholic beverages to minors;
 - That vendor will refuse service to individuals who appear intoxicated;
 - That vendor will maintain absolute control of all alcoholic containers present; and
 - That vendor will collect all remaining alcohol at the end of the event, and remove it from the premises. Vendor must also agree that no excess alcohol -- opened or unopened – will be given, sold or furnished to the event sponsor(s).

Print Name: _____ Date: _____

Signature: _____

For Office Use Only

	Initials	Date
Information entered into database.	<input type="text"/>	<input type="text"/>
Information updated on website.	<input type="text"/>	<input type="text"/>
Student organization has completed all the necessary requirements.	<input type="text"/>	<input type="text"/>

This completed form must be submitted to the AMU Student Engagement (AMU 121) at least two weeks prior to the event. (Note: sororities and fraternities submit to Sorority and Fraternity Life (AMU 121).