

**Grand Valley State University – Fraternity & Sorority Life**

**Third Party Vendor Contract**

Updated: June 2023

**This contract is between the \_\_\_\_\_ Chapter at**  
(name of fraternity or sorority)

**Grand Valley State University and \_\_\_\_\_, on**  
(name of vendor)

\_\_\_\_\_, 20\_\_\_\_.

The purpose of this agreement is for the Chapter to use a licensed vendor to provide services at an Event with Alcohol that is in full compliance with applicable local, state, or federal laws and regulations.

Date of Event with Alcohol: \_\_\_\_\_

The location of the Event with Alcohol: \_\_\_\_\_

The Chapter agrees that is shall:

1. Follow the Fraternity and Sorority Life’s Event with Alcohol Policy for registration and review of an event with alcohol and the Grand Valley State University Student Code while in attendance at this Event with Alcohol.
2. Provide a copy of the Fraternity and Sorority Life Events with Alcohol Policy to the Vendor.
3. Provide adequate supervision of members and guests at this Event with Alcohol.
4. Provide safe transportation to all attendees and not permit intoxicated individuals to drive a vehicle to or from the provided transportation location or location of the Event with Alcohol.
5. Promptly pay Vendor of all outstanding balances due for the services provided.

In consideration of providing services at this Event with Alcohol, the Vendor agrees that it shall:

1. Have a liquor licenses issued by the State of \_\_\_\_\_’s Alcoholic Beverage Division allowing alcohol to be served at the event site specified. The type of alcohol served and conditions for service must be consistent to the Vendor’s liquor license.
2. Obtain and maintain the minimum insurance coverage set forth below. The Vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or expand coverages. The Vendor is not relieved of any liability or other obligations assumed or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Minimum insurance coverages and requirements are as follows:

**Commercial General Liability**

General Aggregate: \$2,000,000

Each Occurrence Limit: \$1,000,000

Damage to Rented Premises: \$100,00

Medical Payments (Any One Person): \$5,000

**Excess/Umbrella Liability**

Each Occurrence Limit: \$1,000,000

**Liquor Liability**

Each Occurrence Limit: \$1,000,000

3. Provide a certificate of insurance and 30 days' notice of cancellation or material change of coverage to the certificate holders.
4. Agree to individual drink sales only, meaning each attendee is responsible for purchasing their own beverage, collected by the Vendor. **Alcohol may not be purchased through chapter or pooling members funds.** Drink "specials" and chapter subsidized drink pricing is expressly prohibited.
5. Assume all the responsibilities that any other seller 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. Collecting all remaining alcohol at the end of an event.
  - f. Making sure no alcohol leaves the location of the event.
  - g. Removing all alcohol from the premises if the event takes place in a location other than Vendor's premises.
6. Ensure that no one other than the individuals listed on the Chapter's guest list are present during the event.
7. Participate in a follow up service call from the Office of Student Life, if needed.

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

*Chapter President*

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

*Chapter Social Chair*

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

*Vendor*

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(date)

\*\*\* All Vendors **MUST** agree to all the above terms. If they do not agree, they are NOT in compliance with Grand Valley State University, Office of Student Life - Fraternity and Sorority Life, and the Event with Alcohol may not be permitted to occur. Please contact your Chapter Coach with any questions. \*\*\*