

ALCOHOL EVENT THIRD PARTY VENDOR FORM

PLEASE ENSURE YOU READ THE ALCOHOL EVENT POLICIES BEFORE YOU SUBMIT THIS APPLICATION

For OFF-CAMPUS events, student groups may opt to contract with a third-party vendor (bartender, catering company, etc.) to operate a cash bar. Off-campus events will run no later than 2:00a and student organizations must provide transportation to any cash bar event that is more than 20 miles from campus.

Students organizing an off-campus event must complete the Alcohol Event Request Form in addition to this Third-Party Vendor Form. Students will return the form to the Vice President of Student Engagement's office after the vendor has agreed upon and signed below.

Event Information

Event Name: _____ Event Date: _____

Sponsoring Organization(s): _____

Sponsoring Organization Contact Person: _____

*Sponsoring Organization Contact Person must be a student who is at least 21 years old and will be required to refrain from alcohol consumption before and during event.

Event Start Time: _____ : _____ am / pm Event End Time: _____ : _____ am / pm

Location of Event: _____ Expected Number of Attendance: _____

Vendor Information

Vendor Contact Name: _____ Vendor Contact Number: _____

Vendor Company: _____ Vendor Email: _____

Approval Signatures

The VENDOR agrees to:

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. *Please attach copies of state and local licenses to this form.*
2. Be properly insured with a minimum of \$1,000,000.00 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his/her coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance must name as additional assured (at a minimum) the Queens student group that is hiring the vendor. *Please attach a copy of the certificate of insurance and highlighted clauses to this form.*
3. The vendor agrees to cash sales only, collected by the vendor, during the event.
4. 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 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 the event and agrees that no excess alcohol, opened or unopened, is to be given, sold, or furnished to students after the event.
5. Vendor agrees to shut down all bars and alcohol sales 30 minutes prior to the end of the event.

By signing below, the vendor agrees to the above guidelines in the agreement. Additional documentation should be attached to this document when turned into the Vice President of Student Engagement's office. Once the Vice President of Student Engagement has approved and signed this form it will be emailed to the Vendor.

Vendor _____ Date _____

María del Carmen Flores-Mills, J.D. _____ Date _____
Vice President of Student Engagement & Dean of Students