

UL Student Organization Contract with Third Party Vendor

Please fill out this form and turn in to the Greek Life Office/Dean of Students Office (211 Martin Hall) PRIOR to registering your event on EMS. Event will not be approved on EMS without this form.

Name of Organization: _____ Date of Event: _____

Name of Event: _____ Location of Event: _____

- A third party vendor must always provide the alcohol for an event involving a UL student organization.
- Student organizations are responsible for the conduct of their guests during the event.
- It is the responsibility of the organization to review rules below and make sure the 3rd party vendor complies with all rules.

VENDORS ARE REQUIRED TO INSURE COMPLIANCE WITH THE FOLLOWING RULES:

A third party vendor who contracts with a UL Lafayette student organization:

- Must be a licensed caterer and/or licensed establishment that will provide trained bartenders. These bartenders must be employed by the same licensed caterer/establishment and may not drink before or during the duration of the event.
- Must check ID's and serve alcoholic beverages to only those who are 21 and older.
- Must possess a \$1,000,000 liability policy.
- Must keep all alcohol in their control at all times.
- Must not allow tabs in the name of the organization.

For on-campus parties the vendor must:

- Must serve only keg beer and wine for **on-campus** events. Any other drink must be approved in writing on a case by case basis through the Dean of Students Office prior to the event. Guests may use cash only to pay for their own beverages for **on-campus** events.
- Must place a wristband on those drinking alcoholic beverages for **on-campus** parties.
- For **on-campus** parties, notify University Police if they see alcohol at the party that is not provided by the third party vendor. The third party vendor, chapter members and University Police Officers have the right to notify UP if they see alcohol in the party not provided by the third party vendor.

Printed Name

Signature

Date

Cell Phone

Vendor

Organization President

Event Risk Manager
