

# Auburn University Student Organization Social Event Third Party Vendor Form

## **TO THE ORGANIZATION PRESIDENT:**

Any organization hosting an event in association with a Third Party Vendor must complete this form and submit copies with the event registration. Failure of the organization to submit this form may result in the cancelation of the event. Failure of the vendor to adhere to the requirement of the form may result in cancellation of event. If a vendor improperly representing itself as licensed and insured, then the organization and university will report the vendor to the University, local, and state authorities.

## **TO THE VENDOR:**

Please indicate the type of Third Party Vendor Services your company is providing for this event: *(Mark All That Apply)*

- Third Party Vendor Facility
- Third Party Vendor Bartending Service
- Third Party Vendor Security Company
- Third Party Vendor Bus Company

## **General Vendor Requirements:**

1. Be properly licensed by the appropriate local and/or state licensing agency including any temporary licenses needed to sell, serve, or work on the premises where the function is being held. Copies of licenses, insurance documents, and other relevant forms must be up to date and produced upon request by the organization or university representative.
2. Agree to support all local, state, and federal laws in addition to all Auburn University policies dictating the appropriate management of social events as found in the [Student Organization Social Event Policy](#).
3. Execute their responsibility in compliance with the [Student Organization Social Event Policy](#) or student organization's specific risk management plan, whichever is more restrictive.

## **Third Party Vendor Facility Must:**

1. Designate which area of the facility will be designated for use by the sponsoring student organization(s) and ensure that only members and guests for that specific event have access to this area.
2. Not host an event where a cover charge is collected, and members/guests are provided with free or discounted alcohol after paying the cover charge.
3. Not invite members or guests to a facility in order to take advantage of discounted or free alcohol

## **Third Party Bartending Service Must:**

1. Agree in writing on the payment of alcohol sales. Each alcoholic beverage must be purchased in its own transaction by the person who will consume the drink.
2. Ensure alcoholic beverage service ceases 45 minutes before ending time of the event.
3. Verify legal age upon sale of alcohol
4. Not serve individuals who appear to be intoxicated
5. Maintain absolute control of all alcoholic containers
6. Collect all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the organization)
7. Not provide drink specials or discounts at, or as part of, an organization's event
8. Not allow organization, its members or guests to:
  - i. purchase alcohol through organizational funds, tabs, or other collective purchasing agreements
  - ii. accept free or discounted alcohol or a tab in exchange for hosting an event
  - iii. accept free or discounted alcohol or a tab in exchange for partnering with another organization, group, or business

## **Third Party Security Vendors must:**

1. Check Identification cards of all guests upon admission to the event.
2. Manage the entrance of the event and ensuring the event does not exceed posted occupancy limits.
3. Contact Auburn University Campus Safety and Security, Auburn Police Department, or local law enforcement in the event that criminal behavior or activities are observed.
4. Provide the appropriate number of security officers in compliance with the [Student Organization Social Event Policy](#).
5. Must attend initial and recurring annual trainings as determined by Auburn University Campus Safety & Security.

This form must be signed and dated by both the organization president and vendor. In doing so, both parties agree to the terms above as noted in the Student Organization Social Event Policy.

*Version Updated: 3/1/23*

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*Name of event*                      *Date of event*                      *Location of event*                      *Start and End Time of event*

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*Name of student organization (please print)*                      *Name of student organization president (please print)*

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*Signature of Student Organization President*                      *Date*

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*Name of Vendor (please print)*                      *Name and title/position of Third-Party Vendor representative (please print)*

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*Signature of Third-Party Vendor representative*                      *Date*

This form must be signed and dated by both the organization president and vendor. In doing so, both parties agree to the terms above as noted in the Student Organization Social Event Policy.

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