**Eureka College Social Function Registration and Agreement Form (off campus)**

Third Party Vendor Events: Alcohol Served

*All Participating Organizations Must Complete This Form*

*Required paperwork is due to the Student Services, Engagement, and Leadership Office at least 5 business days prior to the event.*

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Going to be held in conjunction with another Organization: Yes No 

If yes, with whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Establishment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address (street, city, state):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: Begins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concludes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total attendees (Not to exceed vendor fire code):\_\_\_\_\_\_\_\_\_\_\_

*Note: Alternative Beverages should be provided by the Vendor*

*The Organization must have adequate amounts of non-salty food served throughout the function.*

Entertainment Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



*The Organization does herby accept full responsibility for the event stated above. In accepting this responsibility, the organization will make certain that all State and City laws, and College Alcohol Policies and Guidelines are enforced. The organization understands that each organization is required to regulate the behavior of all individuals at the event. The organization agrees that upon direction of the Vendor, Dean of Students, or other Eureka College official, the organization will immediately end the event. Finally, the organization understands that failure to abide by all stipulations of this agreement may be grounds for ending the event as well as potential disciplinary action.*

Please Attach (Only one set for each function): All PR/Marketing Materials, Third Party Vendor Contract, Copy of Vendor’s Liability Insurance, and Copy of Vendor’s Liquor License

Check the box if this event has been scheduled with the Office of Student Life.

President’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of Organization’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Students’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Party Vendor Contract: Alcohol Served**

This contract is between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Eureka College and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Name of Organization) (Name of Vendor)

on the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Day) (Month) (Year)

The purpose of this agreement is for the Organization to use a licensed vendor for providing services at a social event that is in full compliance with applicable laws and regulations of the federal government, state, county, city, and Eureka College.

The date of the social event is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The location of the social event is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Organization agrees that it shall:

1. Follow all Eureka College Student Handbook Policies.
2. Ensure that no patrons other than members and guests of the Organization are present during this event.
3. Provide adequate supervision at the event.
4. Promptly pay Vendor for all monies due for services provided.
5. Follow regulations by Nationals (if applicable).
6. Communicate to advisors the date, time, and location of the event prior to the event.
7. Approve PR/Marketing with the Student Services, Engagement, and Leadership Office.
8. The organization has conducted an approved alcohol education program for its entire membership within the academic school year, and prior to the function.

In consideration of providing services to the event, the Vendor agrees that it shall:

1. Be properly licensed by the State of Illinois and appropriate local authority to sell alcohol at the location of this event.
2. Be insured with a minimum of $1,000,000 of general liability insurance (combined single limit per occurrence for bodily injury including death, personal injury, and property damage). Provide to the Organization a properly completed original “Certificate of Insurance” prepared by the insurance provider.
	1. The above certificate of insurance **must** also show evidence that the Vendor has, as a part of their coverage, “off-premise liquor liability coverage” and “non-owned and hired auto coverage.”
	2. The certificate of insurance **must** also name, as additional insured, the local Organization of Eureka College, the State of Illinois and Eureka College and shall provide 30 days notice of cancellation or material change of coverage to the certificate holders.
3. Agree in writing to cash sales only, collected by the Vendor, during the event. **Alcohol may not be purchased through the Organization’s treasury** or through pooling member funds. Organization subsidized drink pricing is expressly prohibited.
4. Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including, but not limited to:
	1. Checking Identification cards upon entry.
	2. Not serving minors.
	3. Not serving individuals who appear to be intoxicated.
	4. Maintaining absolute control of all alcoholic containers present.
	5. 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).
	6. Making sure that no alcohol leaves the location of the event.
	7. Removing all alcohol from the premises, if event takes place in location other than Vendor’s premises.

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

Organization Social Host’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Organization President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_

Vendor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_

*All Vendors* ***MUST*** *agree to all of the above terms.*

*If they do not agree, they are NOT in compliance with Eureka College.*