

**THIRD PARTY VENDOR  
FOR  
UNIVERSITY OF LOUISIANA at LAFAYETTE**  
Revised 01/04

**Expectations of Third Party Vendor**

**A. In order to assure the safe, orderly and acceptable distribution of alcohol, the university establishes the following agreement with all approved Third Party Vendors:**

1. Should the vendor have employees who are active members of a chapter, they are not allowed to work parties at their respective chapters.
2. Staff of vendors must wear clear and identifiable nametags.
3. One person representing the vendor must be the official liaison to work with University Police Officers.
4. Chapters should not be allowed to use chapter funds for the purchase of alcoholic beverages. In addition, there should be no pooling of funds by members to purchase drinks. Beverages should be sold on a drink by drink basis.
5. Only keg beer and wine may be served. Any other drink must be approved on a case by case basis through the Office of Greek Affairs in writing and in advance of the event.
6. If any other alcoholic beverages are being consumed that are not being sold by the vendor, it is the responsibility of the vendor to stop selling alcohol until the source has been identified and removed. There should be no can or bottle beer on the premises.
7. Drinking games and specials are not to be promoted or allowed by the caterer.
8. In order to serve alcohol, non-alcoholic drinks and foods must be provided at the event by the chapter or the vendor.
9. The chapter may not begin serving until a University Police Officer has given them permission to do so.

10. Third Party Vendors must maintain the minimum \$1,000,000 insurance policy in order to remain eligible to serve alcohol on campus to Fraternities and Sororities and must have a copy of the policy accompanying this contract.

11. The contract with the caterer and the student organization must be completed and approved by the Dean of Students Office no later than two (2) weeks prior to the event.

**If there are any problems or concerns, they should be directed to the University Police Officer and/or the Office of Greek Affairs. If for any reason this agreement is violated, the University of Louisiana at Lafayette reserves the right to revoke the privilege of serving students on campus.**

\_\_\_\_\_  
Greek Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third Party Vendor (Print)

\_\_\_\_\_  
Name of Catering Company/ Establishment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third Party Vendor (Signature)

\_\_\_\_\_  
Filed copy of insurance

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax