

Law School
Vendor Checklist

Date of Event: _____

The Vendor must initial next to each of the below items. This Vendor Checklist is part of the agreement for the event.

THE VENDOR MUST:

____ 1. Be properly licensed to serve alcohol 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.

ATTACH COPIES OF STATE AND LOCAL LIQUOR LICENSES TO THE CHECKLIST.

____ 2. Be properly insured with the coverages and minimum limits set forth below:

- General Liability: \$1,000,000 each occurrence minimum
- Liquor Liability: \$1,000,000 each occurrence*
*For events not on the Vendor's premises, the Liquor Liability policy must include off premises liquor liability coverage, which must be specifically evidenced on the insurance certificate.
Note: Liquor Liability coverage may exist under the Vendor's General Liability policy; this is acceptable as long as the coverage meets the \$1,000,000 each occurrence limit requirement and is evidenced on the certificate.
- Automobile Liability including owned, non-owned, and hired autos**
**Only applicable for events not held at the Vendor's premises.
- The certificate of insurance must name Villanova University as additional insured.

ATTACH A COPY OF THE CERTIFICATE(S) OF INSURANCE EVIDENCING THE ABOVE REQUIREMENTS.

____ 3. Agree in writing to cash/credit card sales only, collected by the Vendor, during the function. No open bar of any kind is permitted.

____ 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. Clearly stating in the agreement if the event is "18 to enter and 21 to drink" or specifically a "21 and older event."
- C. Not serving individuals less than 21 years of age.
- D. Not serving individuals who appear to be intoxicated.
- E. Certifying that all bartenders are licensed and will serve throughout the duration of the event.
- F. Maintaining absolute control of ALL alcoholic containers present.
- G. Collecting all remaining alcohol at the end of the event. No excess alcohol – opened or unopened – is to be given, sold or furnished to the organization or attendees.
- H. Removing all alcohol from the premises, if applicable.
- I. Cease serving alcohol 30 minutes before the end of the event.
- J. Not serving shots, champagne, or any common container beverages (i.e. Kegs, jungle juice, etc.). Only beer, wine, mixed drinks, and non-alcoholic drinks may be served.

If the Vendor is providing a donation to Villanova University, Vendor certifies that solely Vendor, and not Villanova University, has collected and retained the proceeds from alcohol sales and Villanova University has not received a pecuniary interest in the licensed business.

The written agreement for the event must be attached to this initialed and signed Vendor Checklist.

Printed Name of Vendor (“Vendor”)

Authorized Representative of Vendor Signature & Date

Authorized Representative of Vendor Printed Name and Title

Authorized Representative of Villanova University Signature & Date

Authorized Representative of Villanova University Printed Name and Title