

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.**

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**Printed Name of Vendor (“Vendor”)**

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**Authorized Representative of Vendor Signature & Date**

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**Authorized Representative of Vendor Printed Name and Title**

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**Authorized Representative of Villanova University Signature & Date**

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**Authorized Representative of Villanova University Printed Name and Title**