



KAPPA ALPHA ORDER
National Administrative Office
at Mulberry Hill

Third-Party Vendor Guidelines

Using a licensed and insured third-party vendor for an event where alcohol will be present is a preferred method for hosting an event. Examples of third-party vendors include but are not limited to licensed bartenders, catering services, restaurants, or bars. A third-party vendor should have a valid liquor license and its own insurance with liquor liability coverage.

Included below is a list of items that comply with the Kappa Alpha Order Risk Management Policy (KAORMP):

The Vendor Should:

1. Be properly licensed and insured by the appropriate local and state authority. This might involve a liquor license to sell on the premises where the function is to be held.

The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired coverage”.

2. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Check identification cards upon entry
- B. Identify those who are of legal age to consume alcohol
- C. Per-drink sales only during the function
- D. Refrain from serving minors
- E. Refrain from serving individuals who appear to be intoxicated
- F. All alcohol sales are cash/credit per drink to individuals
- G. Collect remaining alcohol at the end of the event
- H. No excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter

When hosting a third-party vendor event, the chapter and alumni is expected to comply with the Kappa Alpha Order Risk Management Policy (KAORMP) including the following policies:

- 1. Chapter must create a guest list to host the event and the total number of attendees (members and guest) cannot exceed a three-to-one ratio or the occupancy fire code limit for the venue.
- 2. All members and guest must show proof of legal drinking age by providing a valid picture ID with a birth date.
- 3. All members and guest who are of the legal drinking age should receive something to identify they are above the legal drinking age (i.e., wristbands)
- 4. Non-alcoholic beverages and food should be available to guest at the event.
- 5. Recommend security through off-duty police officers, or a licensed and trained security company.

If you have any questions about the Kappa Alpha Order Risk Management Policy or third-party vendor guidelines, please contact your ADCS.