

# Southern Methodist University

## Vendor Safety Addendum (Please attach vendor business card to this form.)

This form **MUST** be signed by the manager or owner of the venue.

### Event Information

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization(s) Sponsors: \_\_\_\_\_

### VENUE INFORMATION

As the vendor/venue agreeing to host an event for SMU organizations we want you to be aware of policies that our organization are responsible for adhering to.

- Attendance over the capacity of the venue is not allowed.
- Attendance at events where alcohol may be purchased or consumed is limited to 400 people unless the organization's risk management policy designates a more restrictive attendance policy. If two or more organizations are co-hosting an event, the guest list is limited to 1 guest per member of each organization or 400 which ever is larger.
- A guest list must be utilized for every event, and only those on the guest list should be allowed into the event.
- If transportation is provided to the event, no guests will be allowed to enter the venue other than those who arrive by the provided transportation.
- NO BYOB is allowed.
- All persons under 21 years of age must be clearly identified as under 21.
- Security must be present at the event.
- Organizations will have 1 sober event monitor per 50 guests that are responsible for the following
  - Helping to ensure that alcohol is only served to participants who are of legal drinking age.
  - Helping to ensure that each participant provides legal and accurate age identification proving that they are at least 21 years of age before they are served alcohol.
  - Helping to ensure that food and non-alcoholic beverages are served throughout the event.
  - Helping to ensure that intoxicated individuals are not served alcohol.
  - Helping to ensure that guests do not attend the function intoxicated.
  - Helping to ensure that safety issues are attended to immediately.
  - Helping to contact event security as appropriate.
  - Helping to ensure that no guests are using illegal substances at any time.
- All events with alcohol must also have non-salty foods & non-alcoholic beverages readily available for all guests.
- Students must provide a copy of insurance, floor plan, liquor license and contract between organization and venue.
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### CONTACT INFORMATION AND SIGNATURE

**\*\*This section MUST be completed by the venue manager or owner.\*\***

*Our venue has agreed to host the organization(s) above for the social event listed on this form. Our venue meets all applicable fire code and ADA regulations.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_