

## Social Event Agreement

This document is not valid until checked in and dated by a staff member in the Office of Fraternity & Sorority Programs. Social Event Agreements must be submitted by 4:00 pm, at least **seven (7)** days prior to the scheduled event.

The Fraternity/Sorority Social Event Agreement is to be completed as required by the “Guidelines for Fraternity and Sorority Use of Alcohol.”

Chapter Presidents/Executive Officers, Risk Management Officers, Social Chairs, and Chapter Advisors (*including formal event chairs*) are responsible for seeing that the terms of this agreement are executed before, during, and following the event. Each chapter participating in a function/social activity is required to fill out this page of the Social Event Agreement for every sponsored event.

### Sponsoring Organizations:

Organization completing this agreement

Co-Sponsor (*Must also complete an Agreement*)

**Type of Event:** (As defined in the “Guidelines for Fraternity and Sorority Use of Alcohol.”)

Chapter Party   
  Formal/Semi-Formal   
  Date Party   
  BYOB Event   
  Barn Dance   
  Other

**Date of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Theme of the Event:** \_\_\_\_\_

**Location of the Event:** \_\_\_\_\_

*For events at a restaurant/tavern with a third-party vendor, the Third Party Vendor Agreement must be completed and submitted with this Agreement.*

**Anticipated Attendance:** Members of Sponsoring Chapters: \_\_\_\_\_ Guests: \_\_\_\_\_

### Checklist:

- Safe Transportation Plan
- Third Party Agreement or BYOB Agreement
- Guest List

*These forms are included in this packet, and are required by the “Guidelines for Fraternity and Sorority Use of Alcohol.” Please refer to that document for guidance with these forms.*

**Chapter Affirmation:** We, the undersigned representatives of our Fraternity/Sorority, have faithfully and without misrepresentation reported the plans for the aforementioned event. We have read this agreement and the IFC/PHC Alcohol Policy, “Guidelines for Fraternity and Sorority Use of Alcohol,” as well as our own Inter/National Fraternity/Sorority risk management policies governing such events.

*We acknowledge that IFC/PHC, and the Office of Fraternity & Sorority Programs have no information pertaining to the event other than what we have provided and are not responsible for attending the event or enforcing the policy. The IFC/PHC, and the Office of Fraternity & Sorority Programs only provide education to the chapter members and are not responsible for ensuring these policies are performed at the social event. Receipt of this agreement cannot be construed as approval or sanctioning of the proposed event by Eastern Illinois University. This form does not constitute legal advice and the hosting organizations are responsible for complying with all laws particularly with regard to serving alcohol.*

Chapter President: \_\_\_\_\_ EIU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Chair: \_\_\_\_\_ EIU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Risk Management: \_\_\_\_\_ EIU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter Liaison #1: \_\_\_\_\_ EIU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter Liaison #2: \_\_\_\_\_ EIU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Chapter Advisor Affirmation:** I have read this agreement and the IFC/PHC Alcohol Policy, “Guidelines for Fraternity and Sorority Use of Alcohol,” as well as our own Inter/National Fraternity/Sorority risk management policies governing such events, and to the best of my knowledge, all institutional and organizational requirements for this event are complete.

Signature: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Received:		Time:		Received By:	
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## Social Event Agreement Safe Transportation Plan

Sponsoring fraternities/sororities are responsible for ensuring that all attendees at an event have access to safe transportation to and from the event. The plan for providing safe transportation is required for registration. Check the box below, and provide the required information, for the safe transportation plan you will be using.

### Sponsoring Organizations:

Organization completing this agreement

Co-Sponsor (*Must also complete an Agreement*)

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Theme of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Safe transportation can be provided by:

Designated Drivers (if permitted by fraternity/sorority policies)

1. Each sorority and each fraternity must designate at least two members per party who will serve as designated drivers.
2. They are to provide rides for those who are unable to drive safely.
3. Designated drivers must not drink any alcoholic beverages within twelve hours of the start of the event or until their driving responsibilities are completed.
4. Designated drivers must be provided even when using a bus service to and from an event.
5. Designated drivers, and their automobiles, must be properly insured according to Illinois state laws.

Please provide the following information for each designated driver:

Name of Driver #1 _____	Name of Driver #2 _____
Signature _____	Signature _____
Cell Phone _____	Cell Phone _____
Auto Insurance Company _____	Auto Insurance Company _____
Policy Number _____	Policy Number _____

Designated Drivers must be informed that by volunteering to take on this role, they are assuming liability for any passengers in their car.

Buses can be used as the only form of safe transportation if the event is held outside of the Charleston community. Buses used for chapter events must utilize university property or officially recognized chapter house as a pick up and drop off point. ***When bus pick-up and drop-off takes place at Greek Court, arrangements must be made with the Area Director for Greek Court at least 72 hours in advance of the event.*** The sponsoring chapter is responsible for ensuring that the charter bus company is properly licensed and insured. Check with your (Inter)National Organization staff to determine what documents are required when chartering a bus.

Charter Company _____	Contact Name _____
Phone No. _____	E-Mail _____

Local Taxi Service – Information about local taxi service should be posted at the event, and Designated Chapter Liaisons should have phone numbers for this type of service. This option should only be used for events in downtown Charleston, or within close proximity to campus.

Other Safe Transportation Plan - Must meet all policies and procedures of your (Inter)National organization. Please provide a complete and detailed description.

**Social Event Agreement  
Third Party Vendor Agreement**

**Sponsoring Organizations:**

Organization completing this agreement

Co-Sponsor *(Must also complete an Agreement)*

**Date of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Theme of the Event:** \_\_\_\_\_

**Location of the Event:** \_\_\_\_\_

**Address of Venue:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Phone & E-Mail:** \_\_\_\_\_

This page must be completed and submitted to the Office of Fraternity & Sorority Programs for each event with a Third Party Vendor.

THE VENDOR MUST: (Documentation for these two items must be provided with the Social Event Agreement, or on file with the office of Fraternity & Sorority Programs. A list of local venues who have these documents on file can be found on the Fraternity & Sorority Programs web page at <http://www.eiu.edu/~grklife/socialevents.php>.)

1. Be properly licensed 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.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

**The Sponsoring Chapter and the Vendor agree to the following:**

1. Cash sales only, collected by the vendor, during the function.
2. 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. Not serving minors
  - c. Not serving individuals who appear to be intoxicated
  - d. Maintaining absolute control of ALL alcoholic containers present
  - e. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter or its members).
  - f. Removing all alcohol from the premises.

Chapter President \_\_\_\_\_

Venue Manager \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## Social Event Agreement

### BYOB Event Agreement

#### Sponsoring Organizations:

Organization completing this agreement

Co-Sponsor *(Must also complete an Agreement)*

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Theme of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

1. No alcoholic beverages shall leave the event location once the event has begun.
2. People dispensing alcohol may not consume any alcoholic beverages during their designated serving time, and may not serve alcoholic beverages to someone who, in their judgment, is intoxicated.
3. If a party is to be held outside, the yard area must be sectioned off to contain the party (i.e. – rope, fence, etc.).
4. Only chapter members who are twenty-one (21) may enter with alcoholic beverages when a third party vendor is not provided. No member or guest may enter the function more than once with alcoholic beverages.
5. Hard alcohol, liquor, and spirits are strictly prohibited from BYOB events. The maximum amount of alcohol allowed is one six pack of beer (or four wine coolers) per person (of legal drinking age) per event. Absolutely no beverages in glass containers are allowed at any event.
6. Non-alcoholic beverages and non-salty foods must be served throughout the entire event.
7. Alcohol is distributed to chapter members and guests who are twenty-one years of age with a BYOB ticket system. Bartenders and/or members who distribute alcohol need to be at least twenty-one years old.
8. When hosting a BYOB function with a ticket system:
  - Once the members and/or guests arrive at the function, all persons entering must have their ID's checked and identified with markings as to who are of the legal drinking age.
  - Alcohol should be distributed by supplying the bartender or security with a ticket and empty container in exchange for the next full container out of the six-pack of beer or four-pack of wine coolers.
  - Any alcohol that is brought to the event must be contained in the designated bar area prior to consumption.
  - Any alcohol not consumed during the event must remain at the site and may be picked up the following day.

Chapter President \_\_\_\_\_

Social Chair \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

