

ADMINISTRATION - continued

- 12. Is the fraternity named as an additional insured on all certificates? Yes No
- 13. Have applicable permits and permission been obtained from authorities: (ATTACH COPIES)
 - A. College/University Yes No
 - B. Fun Raiser Yes No
- 14. Name and address of any additional insured to be added to the National policy: _____

- 15. Reason for adding additional insured: _____

SECURITY

- 1. Type of security consists of:

Public Police Paid	Private Police Volunteer	Students	Combination
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BEER GARDEN

- 1. Is there a method for designating those who are not the legal drinking age? Yes No
- 2. Are all who are allowed to enter presenting I.D.? Yes No
- 3. Is there a security guard or chaperone? Yes No
- 4. Do you have designated volunteer monitor(s)? Yes No
If Yes, how many? _____
- 5. Is there only one entrance to the garden? Yes No
- 6. Are any fire exits blocked? Yes No
- 7. Is there a guest list at the door? Yes No
- 8. Is transportation available for guests who need or request it? Yes No
- 9. Are food and alternative non-alcoholic beverages available, visible and easily accessible? Yes No

YOU MUST STOP SERVICE AT LEAST ONE HOUR BEFORE EVENT ENDS

The undersigned have read and understand the requirements as outlined in this checklist:

Chapter President _____ Signed _____ Date _____

Chapter Treasurer _____ Signed _____ Date _____

Chapter Vice President _____ Signed _____ Date _____

Chapter Risk Manager _____ Signed _____ Date _____

Social Chairman _____ Signed _____ Date _____

DISCLAIMER

The above checklist relates only to those concerned that Harris & Harris of Kentucky, Inc. feels should be considered when planning and organizing an event. No guarantees of completeness of this list of questions are offered, implied or intended.