Third Party Vendor Form

Third party vendors are required to be hired to serve alcohol when a LaRue Park house is hosting an event that will be serving alcohol. Please Note: Large Scale Events take more time, as they require approval from several campus departments. See Event Guidelines for recommended timelines.

Group Requesting: ____________________________ Date Submitted: ____________________________

Co-hosts: ____________________________________________________________

Number of Participants:  Residents: _____ Non-resident Members: _____ Guests: _____ TOTAL: __________ 

House:  ☐ 100 Pkwy Cir. ☐ 200 Pkwy Cir.  ☐ 400 Pkwy Cir.  ☐ 500 ☐ 310 Pkwy Cir. ☐ 320 Pkwy Cir. ☐ 330 Pkwy Cir.  ☐ 340 Pkwy Cir.
Pkwy Cir.  ☐ 340 Pkwy Cir.  ☐ 330 Pkwy Cir.  ☐ 320 Pkwy Cir.  ☐ 310 Pkwy Cir.  ☐ 500 Pkwy Cir.  ☐ 400 Pkwy Cir.  ☐ 200 Pkwy Cir.  ☐ 100 Pkwy Cir.

Event will be held:  ☐ Indoors  ☐ Outdoors  ☐ Combined

Date of Event: ____________________________  Starting Time: ____________________________  Ending Time: ____________________________

Specific Description of the Event (include the title): ____________________________________________________________

________________________________________________________________________________________________________________________________________________

FOR VENDOR USE ONLY:

Third Party Vendor Name: ____________________________________________________________

Contact Person: ____________________________ Contact Phone Number: ____________________________

**Vendor acknowledges that they are both an approved UC Davis caterer and an approved Tandem Properties vendor.**

How many employees will be working (i.e. serving alcohol) at this event: _____ What is the cost/hr/employee?: __________

What time will employees be working the event?  Starting Time: ____________________________  Ending Time: ____________________________

By signing below, ____________________________, representative of third party vendor ____________________________, agrees that all information provided on this form is both true and accurate.

_________________________________________ ___________________________ ____________________________
Signature Printed Name Date

Russell and LaRue Park Office Staff Signature ____________________________ Date ____________________________
RETURN FORM TO Russell and La Rue Park Rental Office