



Interfraternity Council at Clemson University Social Event Certificate of Exchange

Section 1: Purpose and Definitions

Purpose:

This document signifies the good faith agreement between _____, (hereafter, “Host Chapter”), and _____, (hereafter, “Attending Chapter”) for the payment of listed services and attendance at _____ (social event name), occurring on _____ (agreed upon date) at _____ (agreed upon event venue). The undersigned acknowledge that they have agreed to the terms and conditions laid out in this agreement at the time of signature. The undersigned also acknowledge that the signature of this agreement makes this a binding agreement in the realm of the Clemson University Interfraternity Council’s (hereafter, “IFC”) Honor Court, should disputes arise.

Definitions:

- (1) **Social Event:** A social event, as defined by the IFC, includes any event with alcohol that is taking place at your house, any designated chapter event location, or a third-party venue.
- (2) **“Host Chapter”:** The chapter that will be either hosting the event on their designated property, event location, and/or registering the event with the IFC.
- (3) **“Attending Chapter”:** Any chapter (up to 3 per event) that will be paying the host chapter to host them on the agreed upon date, at the agreed upon location, for the event.
- (4) **IFC Honor Court:** The judicial body of the IFC that governs disciplinary action, disputes, and compliance with IFC guidelines by and for all chapters of the IFC.



Section 2: Terms and Conditions

Terms:

Item	Description	Bill to Attendee
Security: as provided by _____ (name of Security Company)	“Host Chapter” was billed \$_____ (Amount) by _____ (Security Company), and asks that “Attending Chapter” covers a share of this cost.	
Amenities and Entertainment*	“Host Chapter” has hired _____ (Name of Entertainment) for \$_____ (Amount), and asks that “Attending Chapter” covers a share of this cost.* “Host Chapter” also bought _____ (Amenity Name), provided by _____ (Company Name), for \$_____ (Amount), and asks that “Attending Chapter” covers a share of this cost.*^	
Cost Per Attendee	“Host Chapter” asks that to cover miscellaneous expenses in hosting the event, the “Attending Chapter” pay an amount of \$____ per chapter member attending, _____ (amount of chapter members).	
TOTAL	Sum of the three above	

*: Only needed in agreement if applicable

^: “Amenities” can include, but are not limited to, the following: non alcoholic beverages provided for all attendees, food provided for all attendees, bathrooms provided for all attendees, etc.



Conditions:

- (1) This agreement goes into effect on the date signed by both parties, and will remain in effect until either 24 hours following the event, OR once all outstanding money from the “Attending Chapter” is paid in full to the “Host Chapter”, whichever comes later.
- (2) This agreement is not contingent on the purchase of alcohol, hiring of any third-party alcohol provider, or anything of the like.
 - (a) If it is found to be that this agreement is used for any purchases of this sort, any protection IFC Honor Court can provide becomes null and void.
- (3) Should the “Attending Chapter” cause any damages to the property of the “Host Chapter”, or vice versa, the Chapter found to be in violation will owe the other party payment in full for damages.
- (4) Both the “Host Chapter” and “Attending Chapter” reserve the right to back out of this agreement until seven (7) calendar days before the event is scheduled to occur.
 - (a) If the “Host Chapter” has already collected money from the “Attending Chapter”, it must be paid back in full, regardless of which party is backing out.
 - (b) Regardless of reason, if the “Attending Chapter” tries to back out within the seven (7) calendar days leading up to the event, any money already paid will not be paid back.
 - (c) If the “Host Chapter” cancels the event, without a reschedule, within the seven (7) day period, then they are still responsible for paying the “Attending Chapter” back in full.
 - (d) If the “Host Chapter” postpones the event (cancel with a reschedule), the “Attending Chapter has first right of refusal for reschedule date. Meaning they are allowed to back out with a full refund, if there is a conflict already on their schedule.
- (5) The breaking of these Terms and Conditions can be brought to the Executive Vice President of the IFC to be set before the Honor Court if the “Host Chapter” and “Attending Chapter” cannot find a reasonable solution themselves.



Section 3: Signatures

I, the undersigned, agree to all aforementioned terms and conditions laid out in this agreement. I understand that following my signature this document becomes a binding agreement, between my chapter and the counterparty chapter, in the eyes of the Clemson University Interfraternity Council. I also dually agree and understand that as an elected official of my chapter, I am obligated to ensure that my chapter, and the event it is attending, follows all University, local, state, and federal laws and guidelines.

“Host Chapter” Representative:

“Attending Chapter” Representative:

Name

Name

Position Within Chapter

Position Within Chapter

Chapter Name

Chapter Name

Signature

Signature