



STUDENT ORGANIZATION ALCOHOL FORM

Event Name _____

Type of Event Informal Cocktail Party Large Event

Event Day and Date _____

Event Location _____

Event Time _____ to _____

Sponsoring Organization _____

Expected Number Attending _____

Alcoholic Beverage(s) _____ Estimated Amount _____

_____ Estimated Amount _____

Non-alcoholic Beverage(s) _____ Estimated Amount _____

_____ Estimated Amount _____

RULES (please note the following rules apply to events consisting of kegs. Students should also refer to the student handbook to be sure they comply will all regulations)

- Events with kegs must have two security guards. One security guard must be at the bar and one security guard must be at the door.
- Students who sign the alcohol form must check in with the security guard who is stationed at the bar at least a half hour before the event. At this time the student(s) must give the guard a list of the student bartenders for that evening.
- No event advertisement (either email, flyer or other form) can make reference to kegs or beer.
- All advertisements of the event must also include a reference to the taxi service provided to the school. The advertisement must be worded in such a way that does not promote binge drinking but simply promotes awareness of the service.

Food: (please describe type and amount) _____

Will there be a charge for alcoholic beverages?

Will there be an admission charge for the event?

If yes to either of the above, please state name and address of Alcohol and Beverage Control Licensee who will serve the alcoholic beverages _____

Clean-up Arrangements _____

Responsible Individuals: I certify that this event will comply with the rules and standards for the use of alcohol at student social events as stated in the Alcohol and Social Event Policy printed in the student handbook. I certify that I will ensure that no students under the age of 21 will be served alcohol at this event. I will ensure that no games based on alcohol consumption will be played at this event. If there are any games played, I will immediately alert the security guard stationed at the door.

Designated hosts may not consume alcohol at the event.

Designated Hosts:

1. _____
(Print Name)

(Signature)

2. _____
(Print Name)

(Signature)

FOR OFFICE USE ONLY

APPROVED _____

Andrea Irizarry Brown
Academic and Student Affairs Coordinator

Date

cc: SBA, Audio Visual, Tammy Weinman, Event Coordinator, Laurie Stevens, Coordinator of Administrative Services and John Springsteen, Facilities/Administrative Services Assistant