
MEMORANDUM

To: Event Sponsors
From: Suffolk University Alcohol Policy Committee
Re: Specific reminders regarding events with alcohol

*The attached form must be submitted to the **Office of Budget and Risk Management** for all events at which alcohol will be served. **Those wishing to serve alcohol at an event are required to read the Alcohol Policy in its entirety.** The alcohol policy is available at the Office of Risk Management and published annually in the Suffolk University Policies and Procedures Manual*

Please be reminded of the following:

Serving of alcohol in campus buildings

- Due to building code restrictions, alcohol is prohibited in the Ridgeway Building.
- Due to agreements, alcohol cannot be served in the Donahue Building at events sponsored by student organizations.

Deadlines for form submission

- 3 days before the event if alcohol will be served, but not sold.
- 14 business days before the event if alcohol will be sold. This includes events where catering or Sodexo will be bartending and charging for alcohol.

Types of Alcohol

- Only beer and wine will be approved.

Police Detail

- A police detail is required for all events where alcoholic beverages are sold.
- A police detail may also be required when alcohol is being served but not sold for large events or in special circumstances.

The following persons must be designated for your event

- Event Coordinator (will be the primary contact for issues relating to the event)
- Designated Host (may be the same as the Event Coordinator; is responsible for ensuring alcohol policy is followed)
- Monitors (must be different from host/coordinator; one monitor needed for every 40 responsibilities)
- Servers (cannot consume alcohol while serving)

Special Considerations when selling alcohol

- Form must be submitted 14 business days prior to the event
- Police detail required
- Temporary liquor license required
- Restrictions on location of event

Miscellaneous

- Non-alcoholic beverages and food must be served free if alcohol is served free
- Advertisements for events with alcohol may not use alcohol as an enticement to attend
- No one under 21 years of age or appearing intoxicated may be served alcohol

Please note: The above is intended only to highlight portions of the alcohol policy. Please see the alcohol policy for more information. The Event Coordinator and Designated Host must read and become familiar with the entire alcohol policy, and must sign the form indicating that they have done so.

Monitor(s) (1 monitor per 40 people expected to attend: monitors must be different from Event Coordinator and designated)

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Server(s)

Will the servers be provided by University Catering/Sodexo? [] Yes [] No

If no, please complete the following:

Server Name: _____

Social Security No.: _____ Certified? [] Yes [] No

Server Name: _____

Social Security No.: _____ Certified? [] Yes [] No

Server Name: _____

Social Security No.: _____ Certified? [] Yes [] No

Server Name: _____

Social Security No.: _____ Certified? [] Yes [] No

Event Coordinator: *I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcohol.*

Signature: _____ Date: _____

Designated Host: (If different from Event Coordinator) *I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcohol*

Signature: _____ Date: _____

For Office Use Only

[] **Approved**, I have discussed the organization's plan for this event with the individual(s) signing above, and I am satisfied that the arrangements made are appropriate and in compliance with university policy and State law.

[] **Not Approved**, the registration does not comply with the following sections of the Suffolk University Alcohol Policy.

Signature: _____ Date: _____