

Carnegie Mellon Alcohol Event Registration Form

Name/Nature of Event:

Date of Event:

Start Time:

End Time

Name of Group/Department Sponsoring Event:

Person Responsible for Planning Event:

Andrew ID

Name of Social Host:

Title of Social Host:

Event Location:

If room is not private, please note plans to block access from multiple entries, stairwells and elevators.

Security, if applicable. Date requested:

Number of Police Personnel:

Guests: Please provide approximate number of guests in each category:

Guests Over 21:	Graduate	Under- graduate	Faculty/ Staff	Alumni	Non Affiliates
Guests Under 21:	Graduate	Under- graduate	Faculty/ Staff	Alumni	Non Affiliates

Total Amount and Type of Alcohol Being Served:

Name/Vendor Serving Alcohol at Event:

Please note special plans for social host, staff and/or catering proxy to:

- 1) Limit drinks to 1 drink per person per hour.
- 2) Identify those under 21.
- 3) Provide transportation, if applicable.

I have read and will abide by [social host protocols](#) and hereby certify that I am willing to be physically present at this event. I will with diligence do my best to make sure that alcoholic beverages are being served only to those who are of legal age (21). (Must be of a Dean, department head, faculty member or staff member on the exempt payroll who has participated in the Social Host Liability Seminar.)

Social Host Signature: _____

Date: _____

Dean of Student Affairs or authorized signature: _____

Date: _____

Fax or e-mail completed form to Office of the Dean of Student Affairs at least 72 hours prior to the event.

Fax number: 412-268-8553 * Email: Caitlin Belomy at cbelomy@andrew.cmu.edu * Questions should be directed to 412-268-8964