



Student Life and Diversity

Event Registration Form- Serving Alcohol

This form must be completed by any organization hosting an event that will serve alcohol. All completed forms must be submitted to the Office of Student Life and Diversity no later than four weeks before the event. Completion of this form does not automatically provide approval of the event.

Sponsoring Organization _____
Name of Event _____
Date of Event _____ Day of Event _____
Location of Event _____
Time Event Starts _____ Time Event Ends _____
Number Invited _____ Expected Attendance _____

Event Type: Check the appropriate box for the type of event you are registering.

- ☐ **Type 1:** Attendance will not exceed 50. Attendees may be a CGU student or a student registered at one of the Claremont Colleges and their invited guests.
- ☐ **Type 2:** Attendance not to exceed 100. Attendees may be a CGU student or a student registered at one of the Claremont Colleges and their invited guests. **Campus Safety officers will need to be hired.*
- ☐ **Type 3:** Attendance will exceed 100. Attendees may be a CGU student or a student registered at one of the Claremont Colleges and their invited guests. **Campus Safety officers will need to be hired.*
- ☐ **Type 4:** A Film/movie/documentary will be shown as part of the event **Special licensing will need to be purchased for certain films, please work with the SLD Director.*

All events should have two Event Hosts regardless of size of the event. *Only Event Hosts will be allowed to serve alcohol at events not exceeding an attendance of 50, unless the organization has hired a licensed bartender. To serve alcohol, hosts must be 21+ years of age. For events expecting an attendance exceeding 50, a professional, licensed bartender must be hired; please work with the Student Life and Diversity Director for this process (School Associations will work with Program Coordinator for this process).*

Please review the following guidelines:

- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Hosts serving alcohol at an event must not consume alcohol prior to or during the event.
- Only beer and wine may be served at student group-sponsored event.
- The Event Host serving alcohol is required to monitor the distribution and consumption of the alcohol. Alcohol must be attended at all times.
- Proof of age should be checked by the Event Host or Bartender when alcohol is served, this can be done by checking a state issued ID, or other legal source of identification (such as a passport).
- Guests must wear a wristband that either the bartender or Event Host serving alcohol will attach for the guests.
- A server may not serve more than one drink to one person at any one time.
- Alcohol may not be served to any individual who is perceived to be intoxicated.
- Non-alcoholic beverages and food must be available at all events at which alcohol is served.
- "Last call" must be made by the Event Host at least one half hour prior to the end time (events must end by 12 AM).
- **Keys are permitted at on-campus facilities and at registered events when provided and served by an insured, third-party vendor.**
- Communicate immediately with Campus Safety and or Student Life and Diversity staff if there are any problems with students, guests, or uninvited individuals.

As an Event Host, I have read and agree to abide by the guidelines and policies as set by the Claremont Graduate University Office of Student Life and Diversity. I will ensure that guests observe University policies including those regarding alcohol. I agree to be present for the duration of the event and will not drink alcohol at any point during or prior to the event. Additionally, I understand that as an Event Host, I along with the Organization responsible for the event will be held accountable for any damage, security, or cleanup charges that may result from this event. **I acknowledge that I have read and understand the Guidelines stated above and agree to abide by the terms and conditions.**

Name of Event Host _____	Signature and Date _____	Phone _____
_____	_____	_____
_____	_____	_____

Representative(s) of Sponsoring Organization:

Name _____	Signature _____	Date _____
Phone _____	Email _____	

Name _____	Signature _____	Date _____
Phone _____	Email _____	

Organization's Advisor Name, Signature & Date: _____

*School Associations must include Program Coordinator name & Signature: _____

In order to secure a bartending company, please work with the Director of Student Life and Diversity. School Associations will work with program coordinators through this process.

Name of Bartending Service: _____

How will the alcohol be purchased (where are the funds coming from)? _____

List types and quantities of alcohol that will be served.

Type	Quantity

List types and quantities of non- alcoholic beverages that will be served.

Type	Quantity

List types and quantities of food that will be served (Food of some substance- more than chips, but less than a full meal must be available to attendees)

Type	Quantity

For office use only			
Event Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Campus Safety required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Campus Safety Officers Required: _____	
SLD signature _____	Date _____	Additional Signatures Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dean of Students signature _____	Date _____		
<i>Form updated 07/27/15</i>			