

House Social Event Registration Form Checklist

Before you turn in your registration form make sure you have completed the following steps. If you have any questions, please schedule a meeting with your Area Coordinator before you plan on handing in the form.

Checklist:

- ☐ Have bartenders
- ☐ Have back-up bartenders
- ☐ Have ID checkers
- ☐ Have date in mind for walk-through with the Area Coordinator
- ☐ Have a print out of Campus Police request confirmation email
- ☐ Have a printed out copy of publicity flyer
- ☐ Have a printed out confirmation of entertainment request (ie. A Cappella group or WOZQ)
- ☐ If you are having an Open House Party with a capacity of over 100 have you contacted the Associate Director of Residence Life to hire a Crowd Manager
- ☐ You have spoken with HR and HCA(s) before confirming date of event
- ☐ Checked with treasurer to make sure you have enough money in the budget to cover event expenses (food, entertainment, alcohol, etc.)
- ☐ Form is completed before meeting with AC

It is your responsibility to make sure you have completed all the necessary steps before submitting the form. Approval of the event is subject to all steps being appropriately followed and completed in a timely manner. Thank you for adhering to these instructions and good luck with your event.

House Social Event Registration Form

House social events must be registered with the Coordinator for House Events located in Clark Hall. After this form is complete with all signatures and relevant information, please bring it to Clark Hall; the Coordinator of House Events is the last stop for event approval. Event sponsors must know and adhere to College policies and guidelines and are expected to review them prior to completing this form.

Deadlines: **Events with no alcohol:** This form is due no later than 3 class days before the event.
Events serving alcohol: This form is due no later than 2 Thursdays before the event.
Separate and earlier arrangements must be made for using Campus Center, Davis Ballroom or holding outdoor events.

Type of Event:

Is the event open or closed?

☐ Open ☐ Closed

What type of event is it?

☐ House Party ☐ Special House Event

If a Special House Event, please indicate: (you must contact Building Services with special requests 2 weeks prior to the event)

Winter/Spring Weekend: ☐ Cocktail/Mocktail ☐ Afterhours (no alcohol permitted)

**Senior Wine & Cheese—DO NOT COMPLETE THIS FORM--Complete Small Private Events Registration Form*

**Senior Banquets— DO NOT COMPLETE THIS FORM--Complete the Senior Banquet Registration Form*

Day & Date of the Event: _____ **Starting Time:** _____ **Ending Time:** _____ **Total Time =** _____

Location of Event: _____ **Estimated Attendance:** (not to exceed max. capacity of the space) _____

Reserving Space and Additional equipment needs

(AC Initials for approval): _____

While only house members can use house common room space you must reserve the house space in order to reserve additional equipment needs (such as tables, chairs, trash barrels etc.). Please complete the online 25 Live space request form at: [https://25live.collegenet.com/smith/#home_calendar\[0\]](https://25live.collegenet.com/smith/#home_calendar[0]) and for the "Event Name" make sure it includes your house name.

Food & Beverage Proposal

Please be prepared to talk with your AC about the amount and type of alcohol you are requesting as well as the food you will be providing during your event.

Will you be using your house's dining room? ☐ No ☐ Yes

If yes, you must have a conversation with your dining room manager and come to an agreement regarding the use of the space.

Is alcohol being served? ☐ No ☐ Yes

If yes, you must complete the section below and review the handbook regarding alcohol policies and service. **For ALL house parties with alcohol, 2 ID checkers and at least 2 bartenders are required.** Each of these required positions must be filled and identified before meeting with the Area Coordinator. Alcohol Service must end a half-hour before the party ends and may not be served after 12:30 AM.

Food _____ **Non-Alcoholic Beverages** _____

AC USE ONLY

(AC Initials for approval): _____

ACs must specify the type and quantity of alcohol to be allotted. No more than two types of alcohol may be served at an event. After discussing the Party Registration Form and having discussed alcohol types and amounts, we have agreed to the following:

Beer

12 oz Cans _____

½ Keg _____

Keg _____

Wine/Champagne

750ml Bottles _____

1.5 liter Magnum _____

Liquor

Type _____ Amount (in liters) _____

Other Comments: _____

For KEGS only

The person purchasing the keg for the house party must complete the Alcohol Service Training. Please provide the following information.

Name of Purchaser: _____ **Date of training completion:** _____

ID Checkers and Bartenders

Bartenders and ID checkers must have attended the Alcohol Service Awareness Workshop within the past 12 months and be registered with Residence Life. Bartenders must be 21+.

AC Initials for approval, (confirming that the ID checkers and Bartenders are in compliance with the college guidelines and expectations regarding these positions) _____

ID Checker(s) Names: (Paid by Residence Life. Payroll vouchers are signed by the administrative assistant in Clark.)

1. _____ Campus Residence _____ phone _____

2. _____ Campus Residence _____ phone _____

Bartenders Names: (volunteer position)

1. _____ Campus Residence _____ phone _____ D.O.B. _____

2. _____ Campus Residence _____ phone _____ D.O.B. _____

Publicity:

AC Initials for approval: _____

Advertisements with language or illustrations that are sexually explicit or that promotes and/or markets alcohol or promotes drinking or drunkenness themes are not permitted. No publicity may be done off campus by any means, including internet communication. Chalking guidelines must be strictly adhered to.

What is the event's name/theme (if any) _____

How is the event being publicized? _____ ***please submit a copy of your flyers with this form**

Sponsors (at least 2 unless otherwise approved, if more than 3, attach information)

House leaders (such as the House Event Coordinators) must be present to work/supervise the event for the entire evening

AC Initials that persons listed below are in compliance with guidelines for hosting events: _____

name: _____ position _____ phone _____ signature _____

name: _____ position _____ phone _____ signature _____

name: _____ position _____ phone _____ signature _____

House Staff & House President *must be present to work/supervise a "House Event" the entire evening

AC Initials that persons listed below are in compliance with guidelines for hosting events: _____

1. Head of House: Head Resident or House Coordinator

name: _____ phone _____ signature _____ Date _____

2. House Community Advisor

name: _____ phone _____ signature _____ Date _____

2nd House Community Advisor (if applicable)

name: _____ phone _____ signature _____ Date _____

3. House President

name: _____ phone _____ signature _____ Date _____

Campus Police Officers (For Open and Closed House parties with alcohol. Two weeks noticed is required.)

Are you having an open house party and serving alcohol? ____yes ____no

If yes, have you contacted the Associate Director of Campus Police? ____yes ____no

*Please attach an e-mail confirming you have made arrangements for a campus police officer if needed.***Crowd Manager** (for Open House Parties with a capacity of more than 100. Two weeks notice is required).

Are you having an open house party with a capacity of 100 or more? ____yes ____no

If yes, have you contacted Associate Director of Residence Life about securing a crowd manager? ____yes ____no

*Please attach an e-mail confirming you have made arrangements for a crowd manager if needed.***Area Coordinator Section**

Modifications: _____

Walk-Through Time, date, and location _____**Contract Submitted?** ☐ Yes ☐ No ☐ Not needed Name of performers or DJ _____**FOR PARTIES WITH 150 OR MORE IN ATTENDANCE:**

The party sponsor/s has/have discussed this registration with me at least 2 weeks prior to this date.

☐ YES ☐ NO**Area Coordinator Signature:** _____ **Date** _____**Coordinator of House Events Section****This party has been approved and registered** ☐ Yes ☐ No **Initials:** _____ **Date:** _____**Based on accessibility and number of registered events this event is:**☐ Approved with no further modifications needed☐ Needs the following modifications to comply with college policy or CHE discretion:

AGREEMENT AND UNDERSTANDING OF PARTIES:

By signing below the party sponsor understand(s) that s/he may not alter this agreement in any way including but not limited to: space where party will be held, hours of event, type or amounts of alcohol. Signatures by both parties indicate that both parties have agreed to the amount of alcohol approved by the Area Coordinator at the bottom of this sheet. The Area Coordinator may alter the amount/type of alcohol for a party after the agreement is signed after notifying the party sponsor and house staff. If alcohol is being served at this event, the party sponsor fully understands and recognizes that when you serve alcohol, your responsibility and liability under Social Host Liability Laws extend to ensuring that your guests are able to safely travel home without harm to themselves or others. You may be held legally responsible for monetary damages and legal costs that result from the use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college. Furthermore, the party sponsor understands that damages caused to college property as well as college policies that are violated by guests are things that the party sponsor can be held accountable for. Failure to adhere to the guidelines set in this agreement can lead to social and/or judicial sanctioning.