

# Alcoholic Beverage Policy Form for V&W Serviced Event

Read and utilize the Checklist for Hosts on the back of this two-sided form.

This form must be filled out completely before being processed.

All signatures must be obtained in numerical order and completed one week in advance of the event.

Sponsoring Organization: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Max. at any given time \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

## HOSTS (must have received alcohol server training and cannot bartend the event):

I accept responsibility for the event described on this form and will to the best of my ability observe all applicable rules and regulations outlined in the University Alcoholic Beverage Policy and Texas State Law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

College/Dept: \_\_\_\_\_

College/Dept: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Number of student security officials at all times: \_\_\_\_\_

Number of caregivers on call for intoxicated persons: \_\_\_\_\_  
Names and emails must be provided 24 hours in advance of the event.

CHECK TYPE OF EVENT:  Open/Free  Closed  Fee Charged \$ \_\_\_\_\_

ALCOHOL SERVICE PROVIDED BY: \_\_\_\_\_ V & W Permits, Inc.

TYPES & AMOUNT OF ALCOHOL:  Wine \_\_\_\_\_  Beer \_\_\_\_\_

No mixed drinks or alcoholic punch may be served. Non-alcoholic drinks & snacks must be available at all times.

## Signatures must be obtained in numerical order and completed one week in advance

### 1) WELLNESS CENTER:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### 2) COLLEGE MASTER for college events OR STUDENT ACTIVITIES for organization/club events:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### 3) ASSISTANT DEAN OF STUDENT JUDICIAL PROGRAMS:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### 4) CAMPUS POLICE:

Signature of Campus Officer \_\_\_\_\_ Date: \_\_\_\_\_

Number of Officers Required \_\_\_\_\_ Pd check # \_\_\_\_\_

Make five copies of this completed form and send one each to:

Wellness Center MS-704, College Master or Student Activities MS-527, Judicial Programs MS-529, RUPD MS-551.  
Keep one copy for the record of the host(s). **The original must be clearly posted at the bar for the duration of the event.**

## **CHECKLIST FOR HOSTS of V & W SERVICED EVENTS**

- All signatures must be obtained in numerical order and completed one week in advance of the event.
  
- Contact Environmental Health and Safety at ext. 4444 or galloy@rice.edu one week before the date of the event.
  
- Campus Police presence is required if the event will last longer than 2 hours and has an expected attendance of over 200, and may be required in other cases.
  
- Email caregivers' names, emails and phone numbers at least 24 hours in advance of the event to
  - \_\_\_ the EMS Director, at rems@rice.edu, AND
  - \_\_\_ the Wellness Center, AND
  - \_\_\_ the College Masters (for college events) OR
  - \_\_\_ Student Activities (for organization/club events). Masters/Student Activities may cancel event if an insufficient number of caregivers is available.
  
- Student security officials must be positioned at each entrance/exit and must monitor/prevent underage drinking.
  - \_\_\_ No visibly intoxicated persons should be allowed to enter the event.
  - \_\_\_ No outside alcohol should be allowed in the party.
  - \_\_\_ Wristbands must be used to identify of age drinkers.
  
- All alcohol servers must be trained through Wellness Center, Willy's Pub, or Valhalla
  - \_\_\_ Texas State ID's or validated out-of-state DL must be checked at each point of service.
  - \_\_\_ Only one drink per individual at any given time; no passing drinks.
  - \_\_\_ Bartenders may work no less than one hour.
  
- Non-alcoholic drinks and snacks must be available at all times.
  
- Post this form at the bar for the duration of the event.