

**Washington College Office of Student Activities
Alcohol Event Registration Form**

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- Registration forms **must be submitted for review to the Office of Student Activities at least 3 WEEKS PRIOR TO YOUR EVENT**. Forms that are not completed or turned in after the three-week deadline will not receive approval.
 - **An Event Plan must be completed and attached with this form for events to be considered for approval.** Please visit the Office of Student Activities or download the guide to Alcohol Event Planning from the Office of Student Activities website - osa.washcoll.edu.
 - **If your event requires a contract for a performer or other services rendered, it must be submitted to the Office of Student Activities to be reviewed and signed 3 WEEKS PRIOR TO YOUR EVENT** (Washington College has a standard performance contract that is used for all events and contracts, which can be found on the Office of Student Activities website – osa.washcoll.edu. Contracts can only be signed by the Director of Student Activities - an authorized representative to act and sign on behalf of Washington College. No student can sign contracts on behalf of the College).
 - Registered campus events must comply with all Washington College campus policies and procedures.
 - All events/activities held Sunday through Thursday must end by 1:00 am. Friday/Saturday events/activities must end by 2:00 am. All alcohol service must end 30 minutes before the event ends (last call 45 minutes before the event ends).
 - Events involving alcohol (with the exception of the Student Center bar) may occur only Friday and Saturday, or on days that precede a day without class.
 - BYOB and cash bar events may reference alcohol in advertising, but only in a manner occupying less than 33% of the total advertisement. Specific name or reference to a brand or type of alcohol or alcoholic products may not be used on any advertisement.
 - Registered events require prior space reservation through the proper College office. This form does not act as a space reservation form. Any student club or organization wanting to reserve a space must contact the appropriate College office using the Space Reservation Template located on the Social Event Planning Website.
 - Your anticipated capacity must comply with fire safety codes.
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To be completed by Event Coordinator:

Date of Event: ___ M ___ T ___ W ___ Th ___ F ___ Sa ___ Su ___ / ___ / 20 ___

Time: ___ AM ___ PM to ___ AM ___ PM

Title of Event: _____ Location of Event: _____

Description of Event:

Sponsoring Organization: _____

Venue Capacity:

Anticipated Attendance: WC Students _____ + Other _____ = Total _____

Entry Fee: \$ _____

Type of Event:

___ Invite (*must attach invite list*) ___ Social/Formals/etc. (must attach invite list)

___ All Campus Event ___ Other

Entertainment:

___ DJ/Recorded Music ___ Band/Group ___ Comedian/Speaker Does your event require a Contract? ___ Yes ___ No

___ Other (please specify) _____

All sound and lighting needs to be requested through the Office of Student Activities. Forms can be found on the Office of Student Activities website or in the Office of Student Activities.

Clean Up:

All groups/organizations are responsible for the immediate clean up of event. A clean up fee will be charged to any group/organization that fails to comply.

Advertising:

Sponsoring groups/organizations are responsible for removing and taking down all advertising for their event within 48 hours.

Recycling:

Washington College strives to recycle at all events. To request recycling bins for your event; please contact Recycling Coordinator Shannon Holste at sholste2@washcoll.edu.

Event Coordinators (one must be 21+ if alcohol is present)

1. Name: _____ Email: _____ Phone: _____

2. Name: _____ Email: _____ Phone: _____

Alcohol Registration

Will this be a BYOB or a Third Party Vendor event? BYOB Third Party Vendor

**If third party vendor, please provide the name and signature of the vendor providing staff and alcohol*

Vendor: _____ Signature: _____ Date: _____

Any event that has beer and/or wine must provide an alternative non-alcoholic beverage and food at no cost to the attendees. The supply of food and alternative beverage must be available for the entirety of the event.

Alternative beverages (Please specify): _____

Food: Chartwells Other (Chartwells has first refusal of food for events): _____

For all food and alcohol registration through Chartwells contact Jennifer Sipala at jsipala2@washcoll.edu or 410-778-7794

****All events where beer and/or wine are present - Public Safety and/or paid Security Officers may be required for the entire event. The Office of Student Activities and the Office of Public Safety will evaluate the need for Public Safety or Security Officers.***

Coordinators are held responsible for:

Proper conduct at the event

Clean-up and requesting Public Safety or other College official to close the space

Any damage to College property

Cooperation with College staff and observing all College policies. Event coordinators will continuously supervise the function as well as enforce all policies and regulations, including those pertaining to alcohol and other drugs, fire safety, and the general safety of guests and College property - and seek assistance when needed.

EVENT COORDINATORS AND ORGANIZATION MEMBERS WORKING AS EVENT STAFF ARE PROHIBITED FROM DRINKING BEFORE OR DURING THE EVENT (i.e. until the last guest has left and any post-event responsibilities have been completed). Not only does the consumption of alcohol impair judgment, it also sends a very clear message that they are not concerned about the event. In addition, the coordinators and organization members working as event staff must be clearly visible and in close contact with bartenders for the entirety of the function.

All social functions are required to have a minimum of two (2) event coordinators and a minimum of 1 event staff for every 10 people expected in attendance. At the request of the organization or when deemed appropriate by the College, professional event management staff may be hired to supplement/support student managers in their responsibilities.

Coordinators must ensure the following areas are monitored throughout the event:

* Main Entrance: There must be only one point of entry for guests with the exception of facilitating access for guests with mobility disability. A minimum of two (2) event staff is required to manage the door.

* Bar(s) to ensure that only those of age are gaining access to drinks (Note: age should be re-verified as appropriate, and wristbands and stamps should be checked for tampering).

* Every potential exit or entrance to the event must be monitored, including any border areas in which the space reserved for the event meets otherwise occupied space (such as residential areas or portions of buildings that are restricted at that time).

* "Roaming Event Staff": The "roaming event staff" are responsible for continuously circulating throughout the event to monitor the overall event. The number of roaming event staff necessary is determined by the size and nature of the event.

It is important to keep in mind the coordinators and event staff should not be the only ones to know or adhere to policies, procedures, and laws. Every member of the organization bears the responsibility of knowing and carrying out applicable policies, procedures, and laws. This awareness allows the event to be run smoothly according to College policy and facilitates accurate communication of information to attending students. This approach further empowers student organizations to refuse admittance if necessary, or insist that unruly students leave the event.

Signatures: *I, representing the group/organization above, agree to abide by all Washington College Policies and Procedures found in the Student Handbook, Student Code of Conduct, on-line, or in any other printed materials. I will also abide to all ordinances of the Town of Chestertown and the State of Maryland. By signing below, I accept responsibility for the above referenced event with the understanding that my co-coordinator, my organization, and I are therefore responsible for the action of the guests at this function at for any damage that results. I also understand that I, and my co-coordinator are responsible for being present during the set-up, throughout, and through the clean-up of the event.*

Event Coordinator: _____ Date: _____

Organization Advisor: _____ Date: _____

Organization President: _____ Date: _____

Additional Signatures (required unless otherwise noted):

Director of Student Development*: _____ Date: _____
*Required only for Greek Life Events

Director of Public Safety: _____ Date: _____

Director of Residence Life*: _____ Date: _____
*Required only for events inside a Residence Hall or in the Quad

Director of Catering: _____ Date: _____

Office of Student Activities Use Only

Date Received: _____ Time Received: _____

Director of Student Activities: _____ Date: _____

Approved: _____ (Initial)

Denied: _____ (Initial)

Reason: _____
