

# Event Registration Request Form (print and return hard copy form)

## Event Details:

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

Location of Event: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Event Name/Description: \_\_\_\_\_

Estimated Total Attendance: \_\_\_\_\_

Security Request: (may be required based on location, size, and type of event): \_\_\_\_\_

Proposed Decorations: \_\_\_\_\_

Band  DJ  Organization providing music  No amplified music

## Service of Alcoholic Beverages:

Will alcohol be present at this event? Yes  No (if no, continue to Event Management Information)

Type of alcohol to be served: \_\_\_\_\_

Quantity of alcohol to be served: \_\_\_\_\_

Estimated attendance 21 or older: \_\_\_\_\_

### **Service of Alcohol (check one)**

**BYOB:** (proposed method of beverage collection/distribution): \_\_\_\_\_

**Caterer with Off-Site Catering License:** (Name of contracted caterer): \_\_\_\_\_

**Organization Providing Alcohol**

### **Name(s) of Designated Servers IF service is BYOB or Provided by Organization:**

Server 1: \_\_\_\_\_ Events with Alcohol Training Completed  | 21 or older

Server 2: \_\_\_\_\_ Events with Alcohol Training Completed  | 21 or older

Server 3: \_\_\_\_\_ Events with Alcohol Training Completed  | 21 or older

Events with alcohol require alternate beverage and food to be served in proportion to total attendance. Please detail the type and quantity of alternate beverage and food: \_\_\_\_\_

## Event Management Information:

Primary Event Manager Name: \_\_\_\_\_ Trained/Certified

Event Manager Email: \_\_\_\_\_

Event Manager Cell: \_\_\_\_\_

Additional Event Managers: (name/email) \_\_\_\_\_ Trained/Certified

I, as the person in charge of and responsible for the described event, have read, understand, and agree to abide by and enforce the conditions stated in the Code of Conduct Alcohol Beverage Policy. I also agree to be present for the duration of the event and abstain from drinking. I understand that violations of this policy (by individuals or organizations) may result in conduct charges/sanctions. Violations may also result in charges being placed by the police or agents of the Virginia Department of Alcoholic Beverage Control. (For joint/co-sponsored events, representative of both organizations must sign.)

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Name (please print)	Title	Signature	Date
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Name (please print)	Title	Signature	Date
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**Event Registration Approval:** Submission of this form does not signify approval. Signature of the Director of Student Leadership Development is required for the event to be held. This form must be picked up before the event and be posted at the entrance. Requests for events must be submitted to the Office of Student Leadership Development Office (Campus Center 203) by 5:00pm one week in advance. Friday, Saturday and Sunday events must be submitted by 5:00pm on the preceding Monday.

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Director of Student Leadership Development/Designee	Date
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Residence Life: (events in residential areas must be signed by the Area Director OR ADFSH)	Date
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Special Conditions/Notes for Approval: \_\_\_\_\_

**KEY POINTS** of the policy for the Service of Alcoholic Beverages and the Scheduling Policies are stated below. For complete details, please refer to the Student Handbook at <http://www.wm.edu/offices/deanofstudents>.

Persons must be at least 21 years of age to possess or consume alcohol.

The College reserves the right to limit the number of events, as well as the type and amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages being served. No one who appears intoxicated or unable to function properly shall be served an alcoholic beverage. Drinking games or activities where drinking alcohol is the principle attraction are not permitted.

**Common container alcohol** (examples of common container alcohol include, but are not limited to, kegs, pony kegs, beer balls, box wines and jugs greater than 750 ml, and mixed alcoholic punch) is not permitted.

**Unattended alcohol service distribution areas are not permitted.** Alcoholic beverages may only be served one at a time per person. No glass containers can be passed across the bar nor can alcohol be consumed in glass containers at functions in any resident hall, outdoor functions, Campus Center or Sadler Center.

**Advertising** for private functions is not permitted. Advertising means publicity that promotes attendance at an event. It includes, but is not limited to ads, posters, flyers or electronic media.

**Entrance and ID checking:** A completely sober individual (who has refrained from consuming any alcohol) must check to ensure that every guest either has a William and Mary ID card or is accompanied by a William and Mary student with a valid ID. An additional ID that provides proof of legal drinking age is required to consume alcohol. The use of false, altered, or borrowed identification of any type is lying, an infraction of the Honor Code, and is also a criminal offense. At functions where alcoholic beverages are served, sold, or consumed, the sponsoring organization must distinguish between those of age and those underage by either a separate drinking area or by use of wrist bands and/or hand stamps. Event Registration Forms must be posted stating nature of the event. For private events, post addition information stating that members and invited guests only may attend.

**Guest Lists:** Private Events must have a guest list. Guest lists must be approved by the Office of Student Leadership Development by 12:00 noon on the day of the function or no later than 12:00 noon on the Friday for functions occurring on the weekend. The guest list must be used at the entrance and submitted to the Office of Student Leadership Development on the next week day following the event. The maximum number of guests on a guest list will be two and a half times the occupancy of the room, not to exceed 400 total, without an exception granted from the Campus Event Approval Committee.

**Event Manager(s)** are responsible for supervising throughout the event, the service and distribution of alcohol, the process of checking identification and verification of those eligible to be served, and will determine in conjunction with the Servers when individuals appear to be intoxicated and may not be served. The person(s) serving as Event Managers(s) must be in the area where the alcohol is being served and consumed, not drink any alcoholic beverage, and remain completely sober throughout the event.

**Timing of Events:** The College may limit the number, frequency, and duration of events. The College will not approve functions with alcohol during the first week of each semester and after the last day of classes each semester, with the exception of officially scheduled events associated with Commencement. No events with alcohol may be scheduled during reading and exam periods without prior written permission from the Student Event Approval Committee. Alcoholic beverages may not be sold or served prior to 3PM Monday through Friday and 12 noon on Saturday and Sunday unless written permission is granted by the Student Event Approval Committee. The maximum duration of an event with alcohol is five hours. Functions scheduled Sunday through Thursday must conclude by midnight and events scheduled Friday and Saturday must conclude by 2AM unless prior written permission has been granted by the Student Event Approval Committee. Exception: outdoor events must end by 1AM. Events in residential areas must conform to the rules and times established by the pertinent hall council but may not exceed the above time limits under any circumstances.

**I Can I Will Events with Alcohol Training:** Event Managers and Servers must be up to date in their certification and training per guidelines of the Alcohol Beverage Policy.

**Security** may be assigned to work campus events as a condition for approval at the discretion of the W&M Police in consultation with the Director of Student Leadership Development depending on the size, location, and nature of the event. The cost of security/W&M Police is the responsibility of the sponsoring organization and will be billed following the event.