

Villanova Law School

Alcohol Event Approval Form for Student Organizations

CONTACT INFORMATION

Sponsoring Organization: _____

Contact person responsible for event: _____

Email: _____ Cell #: _____

Date Submitted: _____ Note: alcohol plans must be submitted 30 days in advance

EVENT INFORMATION

Event Title: _____

Event Date: _____ Location: _____

Purpose of Event: _____

Start time: _____ End Time: _____

Length of Time alcohol will be served: _____ (may not exceed 3 hours)

Budget/Funds allocated for event: _____

Per the law school's Alcohol Policy for student events, please check the following provisions your groups has arranged for your event:

- Venue to check ID/handle any security concerns to ensure that alcohol is not served or consumed by any person under the age of 21 or who is intoxicated.
- Professional bartenders with a valid license to serve alcohol
- Availability of substantial food at the venue (if the event is at the law school, groups must work with the Director of Events regarding catering)
- Availability of non-alcoholic beverages
- Cover charge \$_____ for fundraiser charity/purpose _____(
- if there is a charge for attendance or donation sought that 90 days notice is required
- Advertisement of the event will not focus on drinking or alcohol
- Provisions to ensure safe travel: cabs, designated drivers, communicated with advertisement
- Your faculty advisor is aware of the event
- Please describe how alcohol will be purchased at/for your event:

- No SBA student activities monies or law school funding may be used to purchase alcohol unless the event is listed as an approved event stated in the alcohol plan, or permission is received from one of the Deans.
- Alcoholic beverages provided may consist of beer and wine only. No drinking games, shots or anything to encourage binge drinking
- No drink specials arranged by the group or subsidized by the law school
- Alcohol must be served by a licensed server who may terminate alcohol beverage service at any time
- Additional security may be required, at the sponsoring organization's expense, for events if deemed appropriate by VLS administration, event venue, or the approved caterer for the event.

Additional Requirements completed and signed by Venue, due at least 2 weeks in advance of event:

1) Vendor Checklist including vendor/caterer's liquor license and certificate of insurance

2) Insurance and Indemnification statement signed by the venue or caterer

This information is gathered to ensure compliance with Villanova Law School's alcohol policy. The Alcohol Policy is listed in the student handbook and the student organizations manual.

All documentation must be submitted to:

Nancy A. Whalen, Director of Student Affairs, Room 178