This quick reference sheet regarding Villanova University’s events that will use catered function permits for alcoholic beverages is for internal reference purposes only. If you have any questions about events or catered function permits for alcoholic beverages, please contact University Dining Services, the Office of General Counsel (610.519.7857) or Insurance and Risk Management (610.519.6603).

1. PLANNING AN EVENT USING A CATERED FUNCTION PERMIT

☐ Catered Function Permits MUST be filed AT LEAST 14 DAYS prior to the Event.
☐ All information on the application must be fully completed by Villanova University Dining Services.
☐ A sketch of the location must be included.
☐ A copy of the catered function permit application MUST be provided to Cliff Hall (clifford.hall@villanova.edu) AT LEAST 10 DAYS prior to the Event, so that he can notify the Radnor Township Police & PA State Police, Bureau of Liquor Control Enforcement regarding the Event.

2. EVENT REQUIREMENTS & LIMITATIONS

☐ Duration of Event must be 5 hours or less, and Event must end by midnight (2 AM if Event is held on New Year’s Eve).
☐ No events in locations used for parking at a sports or concert event.
☐ No mobile locations (e.g., food or beverage trucks).
☐ Guests may NOT remove alcohol from the premises.
☐ No event music or other entertainment may be heard beyond the property line.
☐ A copy of the Catered Function Permit MUST be available at the Event upon request.
☐ A copy of the certification of completion of RAMP certification must be available for each person responsible for service of alcoholic beverages at the Event.

3. BEVERAGE SERVICE AT THE EVENT & TRAINING

☐ All managers and servers responsible for the service of alcoholic beverages MUST complete PA’s RAMP training.
☐ RAMP training information is available via http://www.lcb.state.pa.us/PLCB/Education/RAMP/index.htm.
☐ Copies of all records of training must be maintained & compliance with training monitored for all individuals responsible for service of alcoholic beverages.