

# **Risk Management Guidelines for Events with Alcohol**

One of the keys to a safe chapter event and good event planning is preparation. Event planning is thinking of every possible situation that may occur during your event, whether an ordinary occurrence or an unexpected turn of events. The key to good event planning is that you are ready for anything.

Two Types of Events with Alcohol:

1. Third Party Vendor
2. Bring Your Own Beverage (BYOB)

## **Event Requirements**

*The following things will be utilized for / during a chapter “event” with alcohol.*

1. Before an event, the chapter members, looking for any item(s) that might present a danger to those present, shall perform a complete inspection of the interior and exterior of the property.
2. Must have the following on file with the Office of Student Life and Leadership:
  - Valid insurance for the chapter covering events with alcohol
  - Active undergraduate members who have attended the SLL Risk Management training
  - Chapter emergency procedures
3. The event shall be registered with the Office of Student Life and Leadership using the specific event form provided by the University.
4. A guest list shall be provided at all chapter functions where alcohol is present using the specific event form provided by the University.
5. All registered events may not exceed a block of six hours. Special considerations for registering a function that lasts more than six hours may be reviewed by the Director of Student Life and Leadership. Such an appeal may be granted for special events. All appeals must be submitted at least one week prior to the event.
6. An official “sober member” program with at least two members present. There must be one sober member per 50 attendees. These affiliated members may not drink at all during the event, including six hours prior to the event. Sober means alcohol- and drug-free.
7. Alcohol may never be sold except through a third-party vendor. This includes charging admission to an event with alcohol and / or selling cups at the event.
8. Common sources of alcohol (i.e. kegs, jungle juice) shall not be provided.
9. The chapter will check identification at the door of all members and guests to determine who is of legal drinking age.
10. The chapters will provide wristbands to guests and members who are of legal drinking age. The Office of Student Life and Leadership will provide wristbands.
11. Events with alcohol may NOT be advertised in any way. All attendees must be personally invited. Remember – if they attend, you are responsible and liable for them.

12. The event shall be open to affiliated members and their guests only. All attendees must appear on the guest list. **NO OPEN PARTIES!!**

13. In the case of an event-related emergency, dial 911 and shutdown the event immediately. Once local police have been called University police should also automatically respond. If they do not respond, please contact campus police to report the incident. A copy of the report will then be filed and forwarded to the Director of Student Life and Leadership. The chapter president or executive board leader should come speak directly with the Director of Student Life and Leadership during the next work day about the incident to ensure that a report has been received.

14. Violating any part of the Risk Management guidelines will result in judiciary action. To report a violation, an Incident Report form should be filed within 24 hours of an event, or by 9 a.m. on the following Monday (or the next business day) for any event held during the previous weekend. An eyewitness, organization member, organization president, council officer, Resident Assistant, the ADSLL, or any faculty/staff/student member of the college may complete an incident report form. Incident report forms are located on the Office of Student Life and Leadership website. Completed forms are to be submitted to the Director of Student Life and Leadership's mailbox. Incident reports are reviewed with the Dean of Students or his/her designee.

**Required Paperwork (due by 4:30 pm at least 48 hours in advance)**

<b><u>BYOB Events</u></b>	<b><u>Third Party Vendor Events</u></b>
BYOB Registration form with all required signatures	Third Party Vendor Registration form with all required signatures
Guest List (using SLL form)	Third Party Vendor checklist with all required signatures
Chapter liability insurance of at least \$1 million on file in SLL	Vendor certificate of insurance and all appropriate licenses
Chapter emergency procedures on file in SLL	Guest list (using SLL form)
Person responsible for event has attended a SLL risk management training	Chapter liability insurance of at least \$1 million on file in SLL
	Chapter emergency procedures on file in SLL
	Person responsible for event has attended a SLL risk management training

## **THIRD PARTY VENDORS / CATERERS**

Many chapters have inquired about the possibility of contracting with an outside, licensed vendor to host their event and/or serve alcohol. These chapters have successfully used this approach to alleviate some of their liability. The use of an outside vendor may take one of two possible approaches:

- A. Hiring that vendor to work an event hosted at the chapter property or house. Such responsibilities for this vendor might include checking identification of guests upon entering the facility and serving food and alcohol. The benefit of this approach, when done correctly, is that the licensed vendor is usually better at checking IDs and not serving intoxicated people than a chapter member would be. This may reduce the possibility that an accident will occur.
- B. Contracting with a vendor that owns its own party facility. This might include a restaurant, a hotel, a private club, a golf course, a church facility, a community center, etc. Although more expensive in some cases, the off-site facility is advantageous in that it can greatly reduce excessive wear and tear on our chapter facilities and certain premises liability issues.

*Some guidelines to be followed when contracting with a third party vendor:*

1. Use only properly licensed vendors. This includes both state and local licenses. Copies of the licenses must be submitted when registering an event.
2. Use only properly insured vendors and obtain a certificate of insurance as proof. Properly insured vendors will carry a minimum of \$1 million of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Request a "certificate of insurance" with evidence that the vendor has, as part of this coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." Be sure to submit a copy of the certificate of insurance when registering an event.
3. Request the vendor agrees to the following by signing the 3<sup>rd</sup> Party Vendor checklist:
  - a. Cash/Credit Card sales only, collected by the vendor
  - b. Assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
    - i. Checking identification upon entry
    - ii. Not serving minors
    - iii. Not serving individuals who appear to be intoxicated
    - iv. Maintaining absolute control of all alcoholic containers present
    - v. Collecting all remaining alcohol at the end of the function. No excess alcohol – opened or unopened – is to be given, sold or otherwise furnished to the chapter.

We advise that any vendor unwilling to adhere to these guidelines is a significant risk to do business with.

## **BRING YOUR OWN BEVERAGE (BYOB)**

For those chapters wanting to make alcohol available to of-age members and guests but not contract with a third party vendor, a BYOB function is its only option. Because responsibility for planning and monitoring rests with the chapter members, careful adherence to suggested guidelines is essential. The following is provided for consideration when planning a BYOB party:

- Provide at least two types of alternative non-alcohol beverages as well as non-salty foods. These options should be in individual and safe containers to ensure that the items are safe for consumptions. Drinks should never be left out for anyone to grab.
- Do not allow glass into the event area.
- Designate boundaries and an entrance to the event area.
- Do not allow more than 72 oz of alcoholic beverages to be registered by any attendee.
- No liquor is permitted.
- No drinking games.
- Check IDs for all attendees. Provide wristbands to guests/members 21 years and older.