

Request for Approval and Specifications for Off-Campus Event With Alcohol

Student Sponsored Social Events

1. Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.
2. Any student organization that hosts an off-campus event where alcohol is served and consumed must register the event with the Office of Student Activities and Leadership.

The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all university policies as well as local, state, and federal laws governing the use of alcoholic beverages.

Off-Campus Student Events Involving Alcohol – Registration

Please print this entire form and complete the following questions. You will need to attach copies of documents requested prior to returning this form to the Office of Student Activities and Leadership.

1. Name of Organization: _____
2. Name of Event: _____
3. Date of Event: _____
4. Location of Event: _____
5. Organization Contact for this event: _____
Cell Phone: _____
E-mail: _____@coastal.edu
6. Number of attendees expected at this event: _____
7. What is the name, address and phone number of the Third-Party Vendor who will be serving alcohol?
Name of Third-Party Vendor: _____
Address: _____
Phone Number: _____
8. Does venue of event carry liability insurance? (circle one) Yes No
If Yes, please attach copy of venue's liability insurance policy

If No, event may not be held at a venue which does not carry liability insurance or is not willing to provide a copy of same.

9. Does venue of event possess a license to serve alcohol? (circle one) Yes No
If Yes, please attach copy of venue's license to serve alcohol
If No, event may not be held at a venue which does not have a license to serve alcoholic beverages.

10. What type of "merchant education training program" has staff who will be serving alcohol completed?
Circle all that apply:

TIPS Training PREP ServSafe Other):_____

Please Note: At least one server at the event must have completed a merchant education training program successfully in order for event to be approved.

If yes, a copy of verification that training was completed is attached.

If no staff has completed any of these trainings, the vendor may contact C.R.A.M. (Coastal Reduction of Alcohol Misuse) at 2404 Wise Road, Conway, SC 29528 or call (843) 365-6697.

11. Is venue zoned for service of alcoholic beverages? (circle one) Yes No

If yes, please attach a copy of proof that venue is zoned to serve alcohol.

If no, event may not be held at a venue which is not zoned to serve alcohol.

12. What process/es will be followed to ensure that no under-age drinking will occur at the event? Please check all that apply.

13.

_____ Wristbands

_____ Check IDs at all entrances to venue

_____ Check IDs for each alcoholic beverage served

_____ Hand stamp

_____ Designated areas for individuals 21 and over to purchase/consume alcohol

_____ Other (please specify):

14. Who will serve as sober host or hosts for the event:

Host # 1 Name: _____

Who is a (circle one): Student CCU Fac/Staff Other (specify): _____

Cell Phone #: _____ E-mail: _____

Host # 2 Name: _____

Who is a (circle one): Student CCU Fac/Staff Other (specify): _____

Cell Phone #: _____ E-mail: _____

Host # 3 Name: _____

Who is a (circle one): Student CCU Fac/Staff Other (specify): _____

Cell Phone #: _____ E-mail: _____

15. What type of designated driver program will be utilized for the event? Please check all that apply.

_____ Shuttle bus

_____ Rented bus

_____ Taxi

_____ Designated Drivers (List names/cell phone numbers):

Driver #1 Name: _____

Cell Phone #: _____

Driver #2 Name: _____

Cell Phone #: _____

Driver #3 Name: _____

Cell Phone #: _____

Driver #4 Name: _____

Cell Phone #: _____

_____ Other transportation method (Please specify): _____

16. What type of security is planned for the event? Please check all that apply.

_____ The venue's own security staff

_____ Staff from the Department of Public Safety

_____ Hired security officers

_____ None

_____ Other (please specify): _____

Please Note: Depending on the venue, expected attendance and type of event, security may be required in order to obtain approval. The sponsoring club or organization will be responsible for the cost of security.

If request is for a chapter of a national organization, event must comply with all requirements set forth in their policies in regards to hosting an event where alcohol is served.

Summary of Attachments Required (Check All That Apply)

- _____ Copy of Venue's Liability Insurance Policy
- _____ Copy of venue's License to Serve Alcoholic Beverages
- _____ Copy of verification of merchant education training program
- _____ Copy of proof of venue's zoning

Please return completed form with all applicable attachments no later than two weeks (10 business days) prior to the proposed event date as follows:

Greek Life Organization Events – Requests by Greek Life organizations to host an off-campus event where alcohol is served or consumed must turn forms in to Travis E. Overton, Coordinator of Greek Life, Lib Jackson Student Center Room 206.

Non-Greek Club and Organization Events – Requests by non-Greek student clubs and organizations to host an off-campus event where alcohol is served or consumed must turn in forms to Chris Donevant-Haines, Director of Student Activities and Leadership, Lib Jackson Student Center Room 106.

Initiated August 1, 2008
Office of Student Activities and Leadership