

Senior Banquet Registration Form

Each house is permitted one Senior Banquet to honor their fellow Smithies and graduating seniors. Please complete the following steps and obtain the appropriate signatures. For the 2009-2010 year, Senior Banquets can occur between April 18th and April 22nd, and again between April 25th and 29th.

- 1) Conversation/Meeting with area specific dining manager from Dining Services
- 2) Conversation/Meeting with your Area Coordinator
- 3) Attend Senior Banquet Planning Meeting (at least 1 house representative)
- 4) Complete form with appropriate signatures

Deadlines: This form is due in Clark Hall by Friday, April 9, 2010 at 4pm

Basic Information:

House Name: _____ **Senior Banquet Location:** _____

Day & Date of the Event: _____

Starting Time: _____ **Ending Time:** _____ **Total Time =** _____

**Senior banquets can be a maximum of 4 hours.*

Estimated Attendance: (not to exceed max. capacity allowed) _____

All parties must end by 11 PM Sunday –Thursday and by 1 AM on Friday and Saturday. Professional bands, DJs with large speakers, and electronic soundboards are not appropriate for parties in the apartments. Any noise complaints by neighbors and/or other students in nearby apartments with prompt Public Safety to shut down the party.

Dining Services Approval

To be completed by your house's Dining Services Manger if your house will be using Dining Services.

By signing this, you confirm that the sponsor of this Senior Banquet has met with you and have completed a dining plan for this event.

Name: _____ Signature: _____ Date: _____

Food & Beverage Proposal

Please be prepared to talk with your AC about the amount and type of alcohol you are requesting as well as the food you will be providing during your event.

Is alcohol being served? No Yes If yes, you must read and complete this section.

Event sponsors bear the obligation to ensure that alcohol is consumed responsibly and that alcoholic beverages are dispensed in accordance with the law and college policy. Each sponsor is expected to review the College handbook.

1. Only persons who are 21 years or older are allowed to serve or consume alcoholic beverages.
2. At all social events where alcohol is being served, food and nonalcoholic beverages must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand. If the supply of food and nonalcoholic beverages runs out, alcohol service must stop.
3. No one should be coerced, even subtly, to drink or to drink in excess.
4. The college prohibits the possession of alcohol beverages outside of the facilities, including patios, porches and walkways.
5. Kegs are prohibited for individual student use for personal or apartment parties. The term keg is all-inclusive. Kegs, half-kegs, beer balls and the like are examples.
6. Individuals who purchase alcohol for others must be aware that they are responsible for the proper distribution of alcohol and may be held personally responsible for its misuse.
7. When you serve alcohol, your responsibility and liability under Social Host Liability Laws extend to ensuring that your guests are able to safely travel home without harm to themselves or to others. You may be held legally responsible for monetary damages and legal costs that result from the use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college.
8. Alcohol Service must end a half-hour before the party ends and cannot be served after 12:30 AM.

Food _____ **Non-Alcoholic Beverages** _____

AC USE ONLY

AC Initials for approval: _____

ACs must specify the type and quantity of alcohol to be allotted. No more than two types of alcohol may be served at an event. After discussing the Party Registration Form and having discussed alcohol types and amounts, we have agreed to the following:

Beer	Wine/Champagne	Liquor
12 oz Cans _____	750ml Bottles _____	Type _____ Amount (in liters) _____
½ Keg _____	1.5 liter Magnum _____	
Keg _____		Other Comments: _____

ID Checkers and Bartenders

Bartenders and ID checkers must have attended the Alcohol Service Awareness Workshop within the past 12 months and be registered with Residence Life. Bartenders must be 21+.

AC Initials for approval _____

ID Checker(s) Names: (Paid by Residence Life. Payroll vouchers are signed by the administrative assistant in Clark.) For Senior Banquets the HR or HC can be the ID checker.

1. _____ Campus Residence _____ phone _____

2. _____ Campus Residence _____ phone _____

Bartenders Names: (volunteer position)

1. _____ Campus Residence _____ phone _____ D.O.B. _____

2. _____ Campus Residence _____ phone _____ D.O.B. _____

Sponsors

Sponsors must be present to work/supervise the event for the entire evening. By signing below, you are indicating that you have reviewed the college handbooks and are assuming responsibility for hosting the event.

AC Initials that persons listed below are in compliance with guidelines for hosting events: _____

1. name _____ room/apt _____ phone _____ signature _____

2. name _____ room/apt _____ phone _____ signature _____

3. name _____ room/apt _____ phone _____ signature _____

House Staff & House President *must be present to work/supervise a "House Event" the entire evening

AC Initials that persons listed below are in compliance with guidelines for hosting events: _____

1. Head of House: Head Resident or House Coordinator

name: _____ phone _____ signature _____ Date _____

2. House Community Advisor

name: _____ phone _____ signature _____ Date _____

2nd House Community Advisor (if applicable)

name: _____ phone _____ signature _____ Date _____

Area Coordinator Section

Notes/Modifications:

Area Coordinator Signature: _____ Date _____

Coordinator of House Events (CHE) Section

This party has been approved and registered Yes No **Initials:** ____ **Date:** _____

Based on accessibility and number of registered events this event is:

Approved with no further modifications needed

Needs the following modifications to comply with college policy or CHE discretion: _____

AGREEMENT AND UNDERSTANDING OF PARTIES:

By submitting this form, the party sponsor(s) understand(s) that s/he may not alter this agreement in any way including but not limited to: space where party will be held, hours of event, type or amounts of alcohol. Signatures by both parties indicate that both parties have agreed to the amount of alcohol approved by the Area Coordinator at the bottom of this form. The Area Coordinator may alter the amount/type of alcohol for a party after the agreement is signed after notifying the party sponsor and house staff. If alcohol is being served at this event, the party sponsor fully understands and recognizes that when you serve alcohol, your responsibility and liability under Social Host Liability Laws extend to ensuring that your guests are able to safely travel home without harm to themselves or others. You may be held legally responsible for monetary damages and legal costs that result from the use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college. Furthermore, the party sponsor understands that damages caused to college property as well as college policies that are violated by guests are things that the party sponsor can be held accountable for. Failure to adhere to the guidelines set in this agreement can lead to social and/or judicial sanctioning.