

Small Private Event & Apartment Social Event Registration Form

Apartment-based events and small private events must be registered with the Coordinator for House Events located in Clark Hall. After this form is complete with all signatures and relevant information, please bring it to Clark Hall; the Coordinator of House Events is the last stop for event approval. Event sponsors must know and adhere to College policies and guidelines and are expected to review them prior to completing this form.

Apartments: Friedman, 36 Bedford Terrace, 12 Bedford Terrace, Conway House, 44/54 Green Street and 47 Belmont Ave

Deadlines: This form is due no later than 3 class days before the event.

Type of Event:

Small Private Event (based on capacity of reserved space, max. 30) **Apartment Party** (10-30 people total)
 Senior Wine and Cheese (1 registration form for the semester)

Day & Date of the Event: _____ **Starting Time:** _____ **Ending Time:** _____ **Total Time =** _____

Location of Event: _____ **Estimated Attendance:** (not to exceed max. capacity allowed) _____

Small Private Events must be held and contained within a designated public room in a house; they may not be held in student rooms or corridors. Apartment parties must be contained within the apartment registered for the event and may not extend into hallways, stairways, porches, balconies, etc.

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.

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.

Will you be using your house's dining room? No Yes

If yes, you must have a conversation with your dining room manager and come to an agreement regarding the use of the space.

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) _____

House Staff

The house staff members signature confirms that resident has met with the house staff members to plan the event. The house staff persons' signature(s) also reflects the permission of the house in that there are no conflicts with the event.

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** (Not applicable to apartments)
name: _____ phone _____ signature _____ Date _____
- 3. House President** (Not applicable to apartments)
name: _____ phone _____ signature _____ Date _____

Sponsors

(Apartment residents or house members responsible for hosting the event.)

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 _____
- 4. name _____ room/apt _____ phone _____ signature _____
- 5. name _____ room/apt _____ phone _____ signature _____
- 6. name _____ room/apt _____ phone _____ signature _____

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.

