

RANDOLPH COLLEGE EVENT REGISTRATION FORM

DOS office use
<input type="checkbox"/> Security
<input type="checkbox"/> RD on Duty
<input type="checkbox"/> Scheduling

PUBLIC PARTY

PRIVATE PARTY

A **Public Party** is any event which is open to attendance beyond a pre-determined guest list, including those for which an entrance fee is charged. A **Private Party** is any event to which attendance is limited to a pre-determined and monitored guest list.

This Event Registration Form must be filed in the Dean of Students Office for any social event sponsored by a campus organization, a student group, or an individual student to which **15 or more guests** are invited. The form must be submitted to the Coordinator of Student Engagement/DOS at least 5 business days in advance of the proposed event for any Public or Private Party.

Name of Event: _____ **Date of Event:** _____

Location of Event: _____ **Start Time:** _____ **End Time:** _____

(Contact Scheduling to put a location on hold for your event after Submitting this form to DOS Office. No location can be confirmed until this contract is approved by the Coordinator of Student Engagement/DOS.)

What is the anticipated attendance at this event? _____

Note: Smith Bar has a maximum capacity of 40 people.

Will admission be charged for this event? YES or NO
If YES, please list amount. _____

Will alcohol be served at this event? YES or NO
If YES, please complete the Alcohol Guidelines Worksheet and submit it along with the Party Registration Form.

Event Manager and Staff

Events must have one Randolph College student who will serve as the Event Manager of the event and additional Event Staff for every 10 anticipated guests. Public events require a faculty/staff sponsor who agrees to be present for the entirety of the event.

Event Managers must complete the Event Manager Contract on the reverse side of this sheet.

ADVERTISING/SECURITY GUIDELINES

[PUBLIC PARTIES ONLY]

How will you advertise for this event/party? (check one)

- Randolph campus only
- Randolph and other nearby colleges
- Limited to a guest list/invitation only
- Other (please specify) _____
- _____

Under what conditions will guests be admitted to your event? (check one)

- Randolph students with ID only
- Randolph students with ID and their accompanied guests (max. 1)
- Randolph students with ID, their accompanied guests (max 1) and other college students with valid, current college ID
- Invitation only (Guest list may be required.)
- Other (please specify) _____

[PRIVATE PARTIES ONLY]

All private parties must be invitation only and a guest list must be provided with the party contract.

- A party or event limited to Randolph College students typically will not require additional security unless deemed necessary by the Dean of Students Office.
- If off-campus guests are invited or if alcohol is to be available at the event, the Dean of Students Office will determine whether or not additional security coverage is required.
- If the Dean of Students Office determines that additional security is required for an event, it is the responsibility of the sponsoring organization (or individuals) to contact the Director of Security, who will estimate the number of additional security staff needed and who will assist with hiring the additional staff. The sponsoring organization (or individuals) must comply with the Director of Security's decision regarding how many additional security personnel are needed for the event. The sponsoring organization (or individuals) will be responsible for paying all costs related to additional security personnel.

EVENT MANAGER CONTRACT

(In order for your Event Registration Form to be complete, you must turn in this contract.)

1. I (we) agree to abide by the rules laid out in the *Student Handbook pp.104-108*, to assume responsibility for any damages and clean-up, and to assure that College policy and state law are followed during this event.
2. Sponsors of events where alcohol is served must be 21 years of age or older.
3. All party sponsors must remain sober. If party sponsors choose to consume alcohol, it is expected that they follow the low-risk drinking guidelines of no more than one alcoholic beverage per hour.
4. Sponsors must be present for the duration of the event.
5. The primary contact sponsor is responsible for communicating with the Residence Life and Security staff on duty to ensure that any problems with the event are quickly addressed.
6. If Building and Grounds determines that a proper clean-up was not completed, the sponsor(s) will be responsible for the clean-up fee.
7. Each sponsor of the event are responsible for the conduct of **all** guests.
8. If the actual number of guests exceeds the estimated number or if any aspect of the registration agreement is not followed, The Dean of Students Office, Residence Life Staff, or Security has the authority to disband the event.
9. This party may not extend into areas other than designated, including the hallway. (Events booked for Smith Bar may not extend into the Banquet Hall.)

All sponsors must print and sign their names below.

As the signer(s) of this contract, I (we) have read and understand the Alcohol Policy and the Event Regulations as stated in the *Student Handbook*.

Event Manager

Name (print/signature)	Phone Number	Birth date

Event Staff

Name (print/signature)	Phone Number	Birth date

Event Servers (If applicable)

Name (print/signature)	Phone Number

Faculty/Staff Sponsors

Name (print/signature)	Phone Number

Party approved: Yes No

Dean of Students: _____

Date: _____

ALCOHOL GUIDELINES WORKSHEET

If alcohol will be consumed at your event, you are responsible for completing the Alcohol Guidelines Worksheet and submitting it along with your Party Registration Form.

Quick Facts

- Event Managers of events where alcohol is served **MUST** all be 21 years of age or older.
- If alcoholic beverages are to be served, it must be done by an Event Server(s) of legal drinking age. The sponsors are responsible for ensuring that alcohol is not consumed by persons under the legal drinking age, and/or by persons who show signs of being intoxicated.
- There should be 1 server for every 15 guests in attendance.
- If club/organization monies are being used to purchase alcohol for your event, the alcohol must be ordered through Dining Services. Dining Services must also provide an approved bartender for the event.
- Liquor is only allowed when used in mixed drinks, shots are prohibited.

NAME OF EVENT: _____	DATE OF EVENT: _____	
LOCATION OF EVENT: _____	EVENT SCHEDULED: YES or NO	
START TIME: _____	END TIME: _____	ATTENDANCE EXPECTED: _____

Please answer the following questions

1. How many guests will be of legal drinking age? _____
2. How will alcohol be acquired for the event?
 BYO Dining Services
3. Will guests be asked, in any way, to pay for alcoholic beverages? **YES** or **NO**
 - a. If yes, has a banquet license been obtained from the Alcoholic Beverage Control Board? **YES** or **NO**

(Please note that if guests are being charged for alcohol, if “donations” are being taken to help pay for alcoholic beverages for present or future events, or if money is collected prior to the event and an alcoholic beverage is purchased and then distributed to those contributing, you must obtain a banquet license from the Alcoholic Beverage Control Board.)

- b. If yes, please attach a copy of the license and provide the date license was obtained: -

4. How will the event sponsors assure that no one under the age of 21 is consuming alcohol at this event?

 5. Please list the type and amount of alcohol that will be purchased for your event.
BEER: _____ **WINE:** _____ **LIQUOR:** _____
 6. Please list below non-alcoholic beverages and food that will be provided at this event:

Non-alcoholic beverages and snacks must be provided by the party sponsors and must be available throughout the event. Suggested non-salty food items should include luncheon meats, cheeses, crackers, and vegetables/dip. Non-alcoholic beverages should be present at a minimum rate of 2 liters/8 people.

PLEASE ATTACH THIS TO YOUR PARTY CONTRACT