



On-Campus Event Registration Form & Request for Alcohol Service For Departments and Organizations/Interest Groups

Student Organizations/ Interest Groups - Complete sections 1, 2, 3, and, if requesting alcohol service, 4
Departments - Complete sections 1, 2, and, if requesting alcohol service, 4

Section 1 - Event Information

Name of Organization/Department

Name of Co-sponsor (if applicable)

Event Title

Type of Event (dinner, lecture, workshop, training, sporting event, water recreation, outdoor event, wilderness event, etc.)

Overview of Event (include all activities that will occur at the event - attach a separate sheet, if necessary)

Date of Event

Location of Event

Start/End Time of Event

Estimated Attendance
(CU students/staff/faculty)

Estimated Attendance
(Non-CU students/staff/faculty)

Has the organization/department reserved the event location?

Yes* No

Does the event require set-up?

Tables Chairs

Additional set up: _____

Electrical BBQ

Will an admission fee be charged for this event?

Yes No

Will alcohol be served at the event?

Yes** No

*To reserve your location and coordinate set-up, contact Cheel Reservations at 268-6638. Above-average or after-hours set-up may result in additional fees.

**Section 4 must also be completed. ARAMARK is the required food and 3rd party alcohol vendor. Alcohol permits for events outside of Cheel Campus Center require a 30 day application period, per New York State. Contact ARAMARK at 268-3962

Section 2 - Contact information

Primary Contact/Chair for Event (name and title)

Local Address (including campus mailbox #)

E-mail Address

Telephone Number

Advisor's Name (student organizations only)

Position at Clarkson University

Advisor's E-mail (student organizations only)

Telephone Number

Section 3 - Risk Management Information (student organizations/interest groups only)

What are the potential risks associated with the event?

How does the organization plan to educate participants about these risks?

How does the organization plan to manage, minimize, or eliminate these risks?

Section 4 - Alcohol Registration Form

Start/End Time of Alcohol Service	Maximum Number of Guests	Number of Those 21 +
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Quantity of Beer	Quantity of Wine	Quantity of Liquor
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Non-alcoholic Beverages Being Served	Food Being Served
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Funding Source for Alcohol

After an initial review of this registration form, you may be asked to provide additional information that addresses the following: 1) Detailed means of checking ID; 2) How alcohol will be served if someone other than ARAMARK is responsible for service; 3) What additional precautions will be taken to ensure the safety of individuals, respect for property, and compliance with applicable laws and policies; 4) How moderate use of alcohol will be encouraged.

I have read the attached policies that govern the service of alcohol and will be responsible to see that these policies are adhered to.

Signature of Primary Contact/Chair for Event

Printed Name of Primary Contact/Chair for Event

Section 5 - Event Review Process

The Event Registration Form must be submitted to the Office of Student Organizations **10 days prior to the scheduled event.**

The Office of Student Organizations will review the event form and associated information and notify the primary contact/event chair of any additional questions. An email of approval or denial for the event will be sent to the primary contact/event chair.

Depending on the risk level associated with the event, student organizations/interest groups may be required to meet with a designee from the Office of Student Organizations and/or Risk Management.

Submit the completed Event Registration Form to:

Office of Student Organizations • Cheel Campus Center 115 • Box 5655
268-2345/phone • 265-3718/fax