

Hosting an Event with Wine or Beer on PLU Campus

Responsibly managed and permitted wine and beer service is allowed at these campus locations: Gonyea House (the President's private residence), the Garfield Commons, the University House (not owned by PLU), and from June 2 through August 18, South Hall lounge. South Hall lounge is classified as a conference center during that period and permitted wine and beer service is available for summer conference groups.

Wine and beer and sparkling wine is permitted. Other alcoholic spirits and kegs are not permitted. Dining and Culinary Services are exclusive providers of the required alternative beverage and food. Event Planners may purchase wine & beer at 208 Garfield.

Event planners who want to provide alcohol service must obtain internal permission, follow the procedures below, and obtain a one-time *banquet permit* from the Washington State Liquor Control Board (n/a at 208 Garfield). Event Planners assume responsibility for enforcing campus rules and state laws through the completion of the event. Permitting may take up to 45 days. *The university reserves the right to refuse a university permit for any reason or to impose such additional requirements as it may deem necessary or appropriate.*

Procedures for Serving Wine & Beer Service at a PLU Campus Venue

1: Schedule the Space and Service through the PLU's Scheduler

Create a space reservation online in Scheduler as noted below. Event Services will confirm your reservation and coordinate all internal resources including your internal application, catering, etc. The software may not allow selection of South Hall lounge for time reasons. Please call or email the Event Manager who can do that for you.

- Go to: www.plu.edu/calendar. Select *Schedule My*. Login with PLU epass.
- Select *Create an Event*.
- Follow the prompts to complete as much information as you have about the event. Estimate head count, room setup, media, and etc. Changes can be made later.
- In the *Location* section, select 1 of these locations: GBC Community Room or South Hall Lounge (available only in summer for summer conferences). Call EVENT to reserve 208 Garfield.
- In the *Resource* section, select *Culinary* and choose the following. Add a note in setup instructions if items are not on the list.
 - Wine & Beer Service
 - Table Linens (if desired)
 - Corkscrews and Bottle Openers (if you need them)
 - Champagne Buckets (if you need them)
 - Cocktail Napkins
 - Catering (reception, dinner, etc) details are not collected here, just the order.
 - Glassware: appropriate glass rental or disposable will be delivered to event location
- In the *Resource* section, choose *Conferences & Events* and select all the furnishings needed. No charge for the furnishings or delivery service or setup service.
 - Tables
 - Chairs, etc.

2: Complete University Application

The event planner submits the internal *Application to Serve Alcohol on Campus* (provided below) to Event Services by email, or in person, sufficiently in advance of the event. Event services will route it for vice president and service provider approvals. With an approved application, event planner can proceed with obtaining a Washington State permit as noted below. Internal Applications are online at www.plu.edu/events.

3: Obtain One-Time State of Washington Banquet Permit.

Washington State Law requires that the event planner purchase a one-time permit. Permits are available online. It is your responsibility to review and enforce the rules. Application and COMPLETE info is available at: <http://liq.wa.gov>.

A **banquet permit** (\$10) takes a few minutes to complete. It applies to a one-time private, invitation-only event (not open or advertised to the public). The liquor must be provided free of charge, or brought by the individuals attending the event. A package-price is permissible, i.e., registration for a dinner and program that includes alcohol service. For this scenario, event planner issues participants 2-tickets which are exchangeable for drinks as part of the package price. No separate or additional charge may be made for liquor. No money for alcohol is exchanged. This is a summary. See website for all regulations and responsibilities.

A **special occasion license** allows a nonprofit organization to sell liquor at a specified date and place. Restrictions and training may be required. This license could take 45 days to get approved by state. See the Washington State website for details. <http://liq.wa.gov>

4: Submit Banquet Permit to PLU Event Services Manager and Post at Event

BEFORE THE EVENT, provide a copy of permit to PLU Event Services staff and get the final okay. THROUGHOUT THE EVENT, post the permit at the event sight. Event planner is responsible for obtaining and posting and complying with permits.

5: Provide Non-Alcoholic Beverages and Food

Provide non-alcoholic beverages and food throughout the event (required by law). Order PLU catering through the PLU scheduler at the same time you schedule the space. Dining and Culinary Services will automatically get notified and contact you.

6: Provide and Educate Beverage Attendant(s)

Recruit one or more individuals, over 21, who are willing to commit to the responsibility of pouring beverages and enforcing laws and rules including but not limited to rules shown in 8. Avoid hiring students as beverage attendants. Event planner is responsible for educating beverage attendants about their responsibilities and WA state laws before the event.

7: Purchase and Remove Alcohol

State liquor laws require that event planner/attendees provide the alcohol. The event planner must deliver the alcohol to the event, oversee the pouring, and remove all alcohol remaining after the event. Kegs, similar containers, and the unlicensed sale of alcohol is prohibited. Storing leftover alcohol on-site is prohibited. Alcohol not removed by the event planner will be discarded. A fee of \$100/hour will be charged for disposal of alcohol, or alcohol associated cleanup. Dispose of empty containers in garbage bins provided at venue.

8: Monitor Event for Age and Consumption and Behavior

The internal application asks for the names and contact information of beverage attendants and event planners. These individuals commit to and assume full responsibility for the following:

- **permitting only individuals over 21 to consume alcohol;**
- **monitoring consumption and limiting it before intoxication can occur;**
- **ensuring that alcohol stays within the venue (wandering into the hallway to chat over a glass of wine is not appropriate);**
- **arranging for designated drivers or escorts for individuals who show signs of intoxication;**
- **refilling food and non-alcoholic beverages; and**
- **calling security personal to intervene with any difficult situations or individuals.**

9: Guarantee Insurance Coverage

Internal events are covered by PLU's general liability and liquor liability insurance coverage. Sponsored and external organizations are required to provide general and liquor liability insurance coverage in the minimum amount of \$1 million and name PLU as additional insured.

Application to Serve Alcoholic on PLU Campus

This application must be completed by any organization or individual responsible for an event at which alcoholic beverages will be served or consumed. File the completed application with the office of Event Services before the event and as early as possible and make an event reservation online. 45 days prior to the event is recommended as approval is not guaranteed. This approved application and a Washington State banquet permit must be posted near the entry to the event. **With the submittal of this application, the event planner, and applicant, agrees to know, oversee, and communicate to beverage attendants and other responsible parties the *Guidelines for Hosting and Event with Alcohol on Campus and Washington State laws about serving it.***

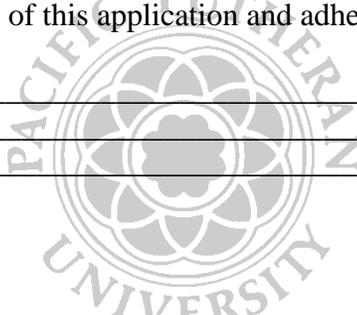
1. Date of Event: Start Time: End Time:
2. Name of Event: _____
3. Facility or room to be used: Garfield Book Company Community Room or South Hall Lounge
4. Sponsoring group(s): _____
5. Additional invited group(s): _____
6. Number of participants under 21: _____ Number of participants 21 and over: _____
7. Will you restrict access to this event to invited guests only? Yes No (circle one)
8. Will you keep all alcoholic beverages inside the facility? Yes No
9. Describe the means you will accomplish 6 and 8 of above. _____
10. Will you ensure that minors do not consume alcohol during this event? Yes No
11. Will you ensure that intoxicated individuals do not consume alcohol? Yes No
12. List names and affiliations of individuals who will be pouring wine or beer and who will monitor the event to ensure that intoxicated or under age attendees are not served.

Name	Affiliation	Phone Number

13. Will you provide appropriate amounts of alternate beverages, water, soda, tea, and/or coffee? Yes No
14. Will you provide appropriate amounts of food? Yes No
15. List the types and amounts of food and alternate beverages. _____
16. Will all applicable laws and all University regulations be followed? Yes No
17. Will beverages be served from punch bowls or kegs? Yes No
18. Will any charge or donation be made for access to this event? Yes No
19. Will this event be publicly advertised by any means? Yes No

Responsible Individuals

List below the individual(s), 21 years of age or older, responsible for this event and phone number for each. All of these persons must be present and accessible at the facility throughout the event, and must monitor the event to assure compliance with the terms of this application and adherence to all applicable Washington State laws and University regulations.



Agreement

By signing below, I/we hereby state that I/we have read, understand, and agree to enforce the university’s alcohol and drug policies, the *Guidelines for Hosting an Event with Alcohol on Campus*, and all applicable state laws, especially those which prohibit the possession, consumption, and serving of alcoholic beverages to minors and intoxicated persons. I/we further understand that I/we will represent the sponsoring group in the event of any alleged violations of University policy and/or law and that I/we will ensure that the sponsoring group assumes responsibility for establishing and maintaining control of the event. I/we understand that I/we bear responsibility for ensuring adherence to the terms of this application by all event participants.

Names	Home Address	Phone Number	Signature	Date

University Action*

Verification

Permission for this event is granted only upon the condition that all terms of this application, all University regulations, and all applicable state laws are carefully followed. **This permission can be revoked at any time prior to or during the event.**

*Vice President, Finance and Operations

Date

The signature of the Vice President does not imply endorsement or acceptance of responsibility for any activity associated with this event. It attests only to the fact that the arrangements for these activities are reviewed and appear to comply with the Guidelines for Hosting an Event with Wine or Beer on PLU Campus.

Distribution: Requesting Group, Directors of Auxiliary Services, Dining and Culinary Services, and Campus Safety, and Washington State Liquor Control Board DSA 2/07,

Find Complete Information at
www.plu.edu/events AND <http://liq.wa.gov> AND
Guidelines for Hosting an Event with Wine or Beer on PLU Campus

