

Western New England College

Office of Student Activities and Leadership Development

A- Z Alcohol Guidelines for Event Managers

Alcohol Request Forms

Requests to serve alcohol at a College sponsored social function must be received in the Campus Events office at least **one month** in advance of the planned event. Once the facility has been reserved the request will be forwarded on to the Office of Student Activities and Leadership Development. The Assistant Dean of Students will approve or deny each request separately. This action will be conveyed in writing to the sponsoring individual or organization with a specific quantity of alcohol approved and guidelines for the host. It is expected that the on-campus host/sponsor will be on site throughout the entire event and will oversee the distribution of alcohol. In the situation of an undergraduate event, the advisor is expected to be on site. **These guidelines pertain to any group using the College's facilities for a social function, as well as to any College sponsored events that are held off-campus. These guidelines are not applicable to a registered social event in an individual resident's room, apartment or townhouse. See the Student Code of Conduct for guidelines pertaining to registered social events.**

When An On-Campus Alcohol Request Form IS Required:

- An Alcohol Request Form is required for any College sponsored on-campus event where alcohol is being served and/or sold (i.e. Senior countdown party, Gateway Block Party, Evergreen Luau, reception prior to a formal dinner, wine and cheese celebration.).
- An Alcohol Request Form is required for any College sponsored off-campus event where alcohol is being served, or sold (i.e. semi formal, reception at an alumni volunteer's home, reception at a law firm). This is a necessary step regardless of who is paying for the alcohol.
- An Alcohol Request Form is required for the purchase of any alcohol for the express purpose of serving or selling at a College sponsored event.
- An Alcohol Request Form is required if reimbursement for the purchase of alcohol is requested from Procurement.

When An Alcohol Request Form IS NOT Required:

- An Alcohol Request Form is not required if alcoholic beverages are purchased with a meal at an establishment that is licensed to serve and sell alcohol (i.e. a dinner with a donor/speaker at a restaurant, all participants must be of legal age).
- An Alcohol Request Form is not required if alcoholic beverages are consumed by of legal age participants, during a non-sponsored College gathering at an establishment that is licensed to serve and sell alcohol (i.e. if a group of alumni/SBA officers gather at a restaurant to discuss plans for an event).

Alcohol Distributors

After an Alcohol Request Form has been approved, the Event Manager may arrange for the purchase of alcohol for the scheduled event. **When alcohol is being sold at an event, the sponsor MUST use one of the distributors and have it delivered to campus.** A distributor will not accept an order for an event where alcohol is being sold unless accompanied by the City's one-day license number. * Please be advised that it is unlawful in the Commonwealth to transport large quantities of alcohol in a personal vehicle. Therefore a distributor may also be needed for an event where a one-day license is not required. Although the College does not have an official alcohol distributor, the following vendors are recommended:

DISTRIBUTORS

- Commercial Distributing (413) 562-9691
46 Broad Street, Westfield, MA 01085
- Williams Distributing (413) 594-4900
880 Burnett Road, Chicopee, MA 01020

***General Laws of Massachusetts** (Chapter 138: Section 22. Transportation of alcoholic beverages; permits; fees; railroads or vessels; trucking businesses; production of permit upon demand)

Section 22. *Any person may, but only for his own use and that of his family and guests, transport alcoholic beverages or alcohol, without any license or permit but not exceeding in amount, any one time, twenty gallons of malt beverages, three gallons of any other alcoholic beverage, or one gallon, or their measured equivalent; provided, that any person may, without any license or permit, transport from his place of residence to a new place of residence established by him alcoholic beverages manufactured by him for his own private use.*

....Whoever knowingly transports within the commonwealth any alcoholic beverages or alcohol except as authorized by this section shall be punished by a fine of not more than two thousand five hundred dollars or by imprisonment for not more than six months, or both.

Alcohol Purchase Options & Reimbursement for Payment

After the Office of Student Activities and Leadership Development approves an alcohol request, alcohol may be purchased using the following methods:

- **Check Request Form:** To be used when paying vendor with a check from the College. Attach a copy of the approved Alcohol Request Form with the check request.
- **Purchase Order:** If the vendor will accept a purchase order (both distributors will), complete the form and send it to Procurement with a copy of the approved Alcohol Request form and a copy of the **approved** City one-day license. (if applicable)
- **Cash:** Obtain a proper receipt when using cash.

- **Procurement Card: Alcohol may not be purchased with a Western New England College Procurement Card.**

A copy of the approved Alcohol Request Form must accompany any invoice, or expense form that is sent to Procurement for payment or reimbursement of expenses.

Public Safety

When selling/serving alcohol on campus an officer(s) must be hired from Public Safety. Proof of such arrangement must accompany the request for the one-day city license. The Office of Public Safety will write a letter and send it to the City Clerk's Office indicating that they have knowledge of the event and that they will be providing on site supervision. **The letter should be delivered at the same time the one day permit is being requested at the City Clerk's Office, at least two weeks prior to the event.** *(Please see section on Selling Alcohol and Obtaining a Liquor License.)*

Serving Alcohol

Alcohol should always be portioned appropriately. The College has approved several options for serving alcohol on campus. Once the proper authorization has been obtained, the Event Manager may choose from the following:

- **Bartender Options:**

- ❖ **Aramark Food Service** Ext. 1228

- Ask Aramark about set up and break down of bar at the time of ordering your menu.
- Some of Aramark's wait staff is now TIPS trained and therefore arrangements can be made through the Catering manager to have trained staff that will dispense alcohol at the event. Aramark will purchase the approved amount of alcohol, set up the bar area and remove unused alcohol at the end of the event.
- Aramark will serve alcohol at dinner tables
- You will be asked to provide your sponsor's copy of service approval on site by the Aramark staff or service will not occur.

▪ **Aramark is our sole food service on campus.** Substantial food must be ordered through Aramark and served at an event when alcohol is being served. No other catered food may be brought to campus for an event.

- ❖ **Elegant Affairs** (413) 734-9267

1380 Main Street, Springfield, MA 01103

- ❖ **Other**

- If servers, such as Junior Representatives for the Senior Class, are retained by the Event Manager to tend bar, they must first meet with Maureen Keizer, Assistant Dean of Students to discuss the College Alcohol Policy and server expectations and host responsibilities and liabilities. Currently,

no Junior representatives are licensed servers. In the future, there will be a list of those that are TIPS trained that may be hired for the event.

- The College, through the efforts of the Alcohol Advisory Committee and the Office of Student Activities are working towards having more TIPS trained bartenders available for social events on campus. Currently, the program is not formalized but will be an expanded service in the future.

- **Alcohol On Tables**

If a full meal is being served, an Event Manager can request wine to be on the dining tables. In this case, the Event Manager is responsible for proportioning the approved specified amount per table, and for the Aramark staff will remove any remaining alcohol. Aramark will serve alcohol at the table as well. **A Request to Serve Alcohol form needs to be filled out and approved prior to the event. You will be asked to verify approval on site by the Aramark staff or service will not occur.**

Storing Alcohol

The College has limited storage on campus and arrangements may be made with the Campus Events Office to store the unopened product. Event Managers should arrange to have unopened alcohol returned to the vendor within 48 hours of the event and opened, unused alcohol must be disposed of appropriately. Unused alcohol may not be taken back to an on campus residence area or off campus residence. Unused alcohol may not be consumed on the premises during or after clean up of the event.

Selling Alcohol and Obtaining a Liquor License

If Alcohol is to be sold at an approved College sponsored event, a *Temporary Massachusetts Liquor License* will need to be obtained from the City of Springfield. Liquor license request forms are available at the City Clerk's Office at City Hall. Requests will be submitted to the City of Springfield Board of License Commissioners for approval. Currently a one-day license application fee is \$75.00. Allow at least two weeks prior to the event to obtain the license, which after it is approved, must be picked up at Springfield City Hall. A letter from our Office of Public Safety must also accompany the city license application.

Questions

If a situation arises that is not addressed by these guidelines, Please do not hesitate to contact Maureen Keizer for further clarification or assistance.

Maureen Keizer, Assistant Dean of Students/Student Activities and Leadership Development

Ext. 1203 mkeizer@wnec.edu