

Request Form for an Off-campus Event with Alcohol

For any off-campus event at which alcohol will be served, this form must be routed and completed to obtain approvals at least two weeks prior to the event. Complete the steps below, using electronic signatures and routing the form using WCM e-mail.

1. Describe the off -campus event.

Event Name:		Event Date/Time:	
Requestor:		Event Location:	

Brief description of the event (include sponsor group, attendees, purpose):

NYS Liquor License: ☐ Event location has Approved NYS Liquor License ☐ Insured Licensed caterer*

2. Certify event compliance with policy "Use of Alcoholic Beverages for Off-Campus Events":

Requestor Name	Requestor e-Signature
Requestor E-mail	Date

If Licensed caterer used for event:

Caterer Signature	Date
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3. Obtain administrator approval:

Medical students, obtain administrator signature from Michael Slade, mbs2003@med.cornell.edu

Graduate students, obtain signature from Herminio Quiñones, heq4001@med.cornell.edu

Faculty and Staff, obtain signature from your Department Administrator or Designee

Administrator e-Signature	Date
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4. Obtain Risk Management approval signature from Jennifer Chavis, jec4012@med.cornell.edu or Joyce Bowes, jcb2011@med.cornell.edu

Risk Management e-Signature	Date
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Risk Management will e-mail the fully signed form to Requestor and Administrator to indicate approval.

USE OF ALCOHOLIC BEVERAGES FOR OFF-CAMPUS EVENTS

Weill Cornell Medicine (WCM) recognizes the fact that our faculty, staff and students are generally 21 years of age or older, and would like to have alcoholic beverages available at off-campus events. When the College approves the use of an off-campus event, the following guidelines shall be used.

Background: When the event will be an off-campus event with alcohol, you must hire an insured and licensed caterer to control the service of alcohol or be at a location with an approved New York State Liquor License and a bartender. You must designate a responsible person who has the responsibility to monitor the activities of alcohol being served or sold. It is the expectation that the responsible person will refrain from consuming alcohol at the event.

Guidelines: The following measures need to be in place in order to manage the risks associated with consuming alcoholic beverages at off-campus events:

1. The sponsor NEVER advertises the function as a drinking event.
2. Alcohol-free drinks, as well as foods and snacks that contain protein and fat must be available. Salty foods and snacks should be avoided as they encourage more drinking.
3. Alcoholic beverages are to be served by bartenders in order to track and monitor guest's consumption, or by licensed caterers with certified bartenders. Self-serve bars are not to be used.
4. Guest should NEVER be encouraged or forced to have an alcoholic beverage and hosts should not insist on refills.
5. If someone drinks too much, the responsible person or host/sponsor MUST ensure that person is escorted home.
6. Under no circumstances are guests permitted to bring their own alcohol to the event. All alcohol must be provided by licensed caterers or the approved event location.

* Hired caterers must provide temporary liquor license for the venue, specifically indicating date and location and Certificate of Insurance.

Responsible Person Acknowledgement:

I, _____, hereby acknowledge and accept the role of the designated responsible person for the upcoming off-campus event involving alcohol, as outlined in the provided guidelines. I understand the importance of my role in promoting a safe and responsible environment during the event. By signing below, I affirm that I will adhere to the guidelines and expectations outlined for managing the risks associated with alcohol consumption.

Responsible Person Name	Responsible Person e-Signature
Responsible Person E-mail	Date