

Planning Events with Alcohol

When planning events with alcohol it is important to be sure everything is by the book! Early and careful planning can help reduce the liability of you, your department or the University. If you are planning an event with alcohol, be sure to follow guidelines set forth by your department. This brochure will give you some tips and suggestions when hosting an event with alcohol or when planning an event for your department that has alcohol.

Hosting social events with alcohol

Whether you are hosting students at your house for an end of the year BBQ or bringing together faculty and students for a holiday gathering, it is important to remember that creating an environment for others to consume alcohol makes you a 'social host.' Remember these tips when being a social host:

- Provide non-alcoholic beverages and food all for attendees
- Do not allow the focus to be on the alcohol. Provide other opportunities to mingle and enjoy the celebration like dancing or games.
- As the host, it is important for you to remain level-headed and not get too intoxicated.
- Be sure everyone has a safe ride home.
- If you would like to attend Responsible Alcohol Management Training to learn more about liability laws and tips for social hosts, please contact CADE.



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Guide to Events with Alcohol



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Helpful Tips for Faculty and Staff

Alcohol can cause headaches!

Hosting events with alcohol raises the liability bar to a level that some are not willing to accept. If you are willing to take on the increased responsibility, it is important to know the policies surrounding alcohol consumption. Living in a litigious society like we do, it is important to follow policy and laws to the best of your ability. The GW policy regarding alcohol can be found online at: www.gwired.gwu.edu/cade.



When planning events with alcohol for your department, remember this:

- Check IDs of every person consuming alcohol. Those who are underage should be identifiable to the bartender with a wrist band or marking. (CADE has wristbands you can use—free of charge!)
- Alcohol should not be given away as a prize or reward; that includes the basket of wine as a door prize!
- Security is suggested for any event where alcohol will be served. The University Police Department can offer this service for a fee if the event is held on campus.
- Promotion of events should not advertise alcohol as the prominent feature otherwise it could alter the environment you wish to convey.

Planning a Departmental Event

When hosting events with alcohol, it is important to reduce the liability factors as much as possible for yourself, your department and the University since alcohol's involvement puts all three at risk. Consider the following when planning events:

Alcohol should only be served by an establishment or organization that has a valid liquor license.

When hosting events ON CAMPUS:

- Some campus buildings, like the Marvin Center, guarantee catering rights to Sodexo. If you must use Sodexo as the catering company, they do have a valid liquor license, trained bartenders and are aware of GW's policies.
- Other campus buildings do not require the use of Sodexo so if you are using a different catering company, be sure their liquor license is valid. Discuss with them the policies of GW before you sign a catering contract.

When hosting events OFF CAMPUS:

- It is best to have the establishment sign a **third party vendor agreement form**. CADE has these forms available for you to use. This form will place liability during the event on the establishment and take liability off of your department, the University and you as an individual. This third party vendor agreement form states that the vendor assumes all responsibilities during the event and can be a very helpful document.

Alcohol should never be free at any event.

Free alcohol, although is a nice gesture, can help the guests over-drink. Positive options for the distribution of alcohol include a cash bar or tickets in exchange for alcohol.

- **Cash Bar**—money is exchanged for alcohol and served by someone who holds a valid liquor license. This process helps keep the drinking to a minimum.
- **Tickets**—Attendees at the event can receive up to 6 tickets; tickets can be exchanged at the bar area for a drink. This method still allows the guests to have free drinks but tickets help to monitor the amount of drinks consumed by the guests. Maybe you can provide the tickets in the gift bag the guests receive as they enter the party. Be creative! Also, CADE has drink tickets you can use, *free of charge!*



Want more info?

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