



A UNIVERSITY GUIDE
FOR PLANNING AN EVENT
WITH ALCOHOL SERVICE
IN THE
NORRIS UNIVERSITY CENTER

Updated – September 2008

The Norris University Center will assist recognized undergraduate and graduate student organizations to use locations within the Center for their group's events or programs at which alcohol is being served. These locations must be enclosed rooms where the selling of alcohol can be managed appropriately and according to University policies.

General Guidelines

1. University recognized undergraduate and graduate student organizations wishing to hold events and serve alcohol within the Norris University Center must contact the Norris Center Event Management Office. A pre-production meeting between the sponsoring student organization; the Associate Director, Norris - Event Management; the Sodexo Catering Director; and the student organization's advisor is required. All policies and University requirements will be reviewed during this meeting.
2. All requests for alcohol service must be made *at least 6 weeks in advance of the event date*. The aforementioned *pre-production meeting must take place at least 10 business days in advance of the event date*.
3. Student organizations must have the approval of their University advisor to hold an event with alcohol service.
4. The sponsoring student organization is responsible for paying all costs associated with the event as outlined in the *Norris University Center Alcohol Service Agreement Form* (see attached). A University billing number is required for all alcohol service events.
5. The *Alcohol Service Agreement Form* must be signed by the sponsoring student organization's president, co-chairperson, director, etc. and the organization's University advisor. Any changes in the *Alcohol Service Agreement Form* must be approved by the Associate Director, Norris - Event Management.
6. All participants of the event must adhere to local, state and federal laws pertaining to alcohol. Additionally, individuals and sponsoring student organizations understand that a student, group of students, student organization, or the University may file a complaint against a student, group of students, or student organization for any alleged violation of the University rules and regulations, resulting from participation in this event, as outlined in the Northwestern University Student Handbook.

NORRIS UNIVERSITY CENTER - ALCOHOL SERVICE AGREEMENT FORM

1. Norris University Center will allow alcohol at student organization events and programs in various locations within Norris. Event locations must be within enclosed rooms. No alcohol will be allowed outside the event area into hallways and lobby spaces.
2. Norris University Center Sodexo Catering must provide all alcohol, bartending, food and beverage services.
3. Standard beverage service includes a 12 ounce draft beer for the minimum price of \$3.00 per cup. Plastic cups will be used (no pitchers are permitted). Alcohol must be served by a member of the Norris Center Sodexo Catering staff. Expenses incurred for this service must be paid for by the sponsoring organization.
4. Non-alcoholic beverages AND food/snack items need to be available at all events with alcohol service. Non-alcoholic beverages and food must be paid for by the sponsoring organization.
5. Students must present a valid picture ID showing proof of age (21) along with their NU WildCard in order to purchase alcohol. Students must also be on the Registrar Office's master list as being 21 years of age or older. Upon verification of the aforementioned, students must wear a wristband indicating they are of drinking age. No guests from outside Northwestern are allowed to purchase alcohol.
6. Alcoholic beverages may only be purchased one drink at a time (per person) for the entirety of the event.
7. "Last call" will occur one-half hour before the event is scheduled to end or one hour before close of building.
8. University Police (UP) presence is required for student organization events with alcohol. The student organization event organizer(s) are responsible for contacting UP to confirm these services.
9. All crew members assisting with the show must be 21 years of age or older. Crew, band members, or anyone associated with a contracted service (i.e. band, dj, stage company, etc) are prohibited from purchasing and/or consuming alcohol.
10. A professional staff member from the Norris University Center Event Management team will be on duty to supervise the event, the space, admittance policies and related issues. The sponsoring student organization manages the event under the supervision of this staff member on duty. There is no fee for this service.
11. The student organization's members are expected to work the event from set-up to close and will be expected to assist in clearing the audience at the end of the event. Students assisting with the management of the event may not drink alcohol.
12. The capacity for each venue is pre-determined. The Norris staff member on duty shall determine when capacity warrants closing the door to new arrivals.
13. All cover charges at the door are collected by the sponsoring student organization. The organization keeps all money from this entrance fee and must provide the staff to collect the cover charge. The amount of the cover charge is established by the student organization.

Expenses

1. Norris University Center and Norris Center Sodexo Catering will work with the student organization to determine the amount of alcohol purchased for an event.
2. A Norris Center Sodexo Catering bartender is required for every 50-100 people anticipated. The fee for each bartender is \$150.00 for three-hours of service.
3. Norris Center Sodexo Catering staff person will serve as the ID carder at the door. The fee for the carder is \$150.00 for three-hours of service.
4. The sponsoring organization is responsible for purchasing non-alcoholic beverages and food for the duration of the event.
5. The sponsoring organization is responsible for purchasing and obtaining the over/under-21 master list from the Registrar's Office.
6. The sponsoring organization is responsible for purchasing the services of University Police. In most cases, UP requires four police officers to be present during student organization events with alcohol.
7. The sponsoring organization may request an extension of Norris University Center regular operating hours. For each hour or fraction of an hour, there is a \$100.00 fee.
8. Any damages that occur to the Norris University Center facility and furnishings will result in automatic billing to the sponsoring organization's account number. Fines for damages will not be assessed until the student organization's primary contact and advisor are notified.

We have reviewed the guidelines and policies of the Norris University Center Alcohol Service Agreement. We agree to follow all established guidelines and pay all related expenses as outlined in these provisions.

Name of Student Organization: _____

SOFO or CUFS #: _____

Student Organization Primary Contact: _____

Signature of Student Organization Primary Contact: _____

Signature of Student Organization Advisor: _____

Signature of Associate Director, Norris - Event Management: _____