

Alcohol Request for Catered Bar Service

*This summary should be turned in no less than 90 days prior to the event date.*

As part of the Ohio State University, we must comply with Ohio State’s policy on alcohol service as well as applicable state regulations. Please take a moment to familiarize yourself with \*Ohio State Policy on Alcohol at the following link: <http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>.

Please be sure to consider as part of your event planning:

• Individuals or organizations sponsoring events where alcoholic beverages are available must provide a safe and secure environment, and follow reasonable risk management procedures. In order to ensure that there is adequate security at the event, the University Police Special Events Coordinator must also be contacted at 688-3211 at least three weeks before the event.

• There should be a primary purpose for a gathering other than the availability of alcohol, and alcohol should not be used as an inducement to participate in an event.

• Soft drinks or other alternative beverages such as punch, fruit drinks, and other non-alcoholic beverages should be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are being served. Food and/or snacks should also be prominently displayed and available during the entire event.

• The University does not permit advertising in its public spaces that directly promotes the use of alcohol or tobacco.

• Advertising should focus on the purpose or theme of the event and not on the availability of alcohol in ways that imply drinking is the focus, such as a "beer blast," "forty kegs," or "all the beer you can drink."

• It may take three (3) or more months to procure the alcohol permit for your event, so plan early.

Please provide us with the following information:

1. The date, beginning and ending time, and place of the event (building, room location)
2. A description of the types of people who will be attending the event (e.g., faculty, staff, students, alumni, etc.) and an estimate of the number of people who will be attending the event
3. A description of the purpose of the event (e.g., alumni reception, faculty-student mixer, going-away reception, etc.)
4. A list of the kinds of alcohol you propose to serve (beer, wine, liquor)
5. An explanation of how non-attendees will be prohibited from entering the event (e.g., fenced off, usher at doorway, use of wristbands, etc.)
6. An explanation of how attendees will be checked, before being served, to determine that they are of legal drinking age
7. A statement as to whether any money will be collected in connection with the event and, if so, for what (e.g., alcohol, food, admission or cover charge, etc.)
8. The contact information for the responsible contact person, including email, cell phone, campus address, and department

Information of past events with approved alcohol service:

Have you hosted this event in the past?

Date of event:

Location of event:

Please return to The Ohio State University Airport Outreach Office, 2160 West Case Road, Columbus, OH 43235; fax 614-292-5020; email: [ENG-APTBusinessOffice@osu.edu](mailto:ENG-APTBusinessOffice@osu.edu); Attn: Airport Outreach Coordinator with all the required information.

Incomplete requests will not be considered.

\*Any student, faculty, or staff member found to be in violation of federal, state, and/or focal taw, or who violate the University's alcohol and other drug policies, are subject to University disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal.

Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the University.