

**Lehigh University Request from External Group for
Permission to Serve Alcoholic Beverages
on University Premises**

Name of Organization: _____

Mailing Address: _____

Organization or Group Contact Person: _____

Phone: _____ E-mail: _____

Supervisor of Organization or Group: _____
(On site supervisor must be present for entire event)

Phone: _____ E-mail: _____

University Premises to be used: _____

Nature of event: _____

Nature and type of food to be available: _____

Date Requested: _____ Time of Event: (from) _____ (to) _____

Time of Alcohol Service: (from) _____ (to) _____

Will wine by the glass be served with dinner? Yes No

Number of People Expected to Attend: _____

I have read the Lehigh University Guidelines Related to the Serving of Alcoholic Beverages by External Groups, and agree that the organization identified above will abide by that Policy.

Signature _____ Date _____

Title _____

Date Request Received _____

Approved _____

Denied _____

Signed _____

Executive Director of Student Auxiliary Services

Fax Completed Form to:
610-758-XXXX

OR Mail to:
Lehigh University
XXXXXXX
Bethlehem, PA 18015

UNIVERSITY GUIDELINES RELATED TO THE
SERVING OF ALCOHOLIC BEVERAGES
BY EXTERNAL GROUPS

The following guidelines have been developed to encourage external groups hosting events at Lehigh University to make responsible decisions about the use of alcoholic beverages and to promote safe, legal and healthy patterns of social interaction.

Guests hosting events where alcohol is to be served are expected to be acquainted with and to abide by both state regulations and university guidelines related to the hosting of events where alcoholic beverages are served. The University alcoholic beverage procedures are designed to be consistent with the law of the Commonwealth of Pennsylvania, which prohibits the consumption and serving of alcoholic beverages by and to persons under 21 years of age.

Each request will be addressed on an individual basis, and any approved events shall be subject to the following regulations:

1. The individual or organization requesting to serve alcohol at a site on the Lehigh campus must complete a *Lehigh University Request from External Group for Permission to Serve Alcoholic Beverages on University Premises* form. The completed form must be returned to the department responsible for reserving the space at least five (5) working days in advance of the event. Permission to serve alcohol may or may not be granted.
2. Event hosts are responsible for purchasing and providing the alcoholic beverages to be served at the event. These may be delivered to the event site up to 24 hours prior to the event and must be removed within 24 hours following the event.
3. If the event includes beer service, only cans and bottles of beer may be supplied. Beer kegs are not permitted.
4. Alcoholic beverages must have been purchased at Pennsylvania State Liquor Stores; Pennsylvania limited wineries; beer distributors licensed by the Pennsylvania Liquor control Board (PLCB), or restaurants and hotels licensed by the PLCB to sell take-out beer.
5. No alcoholic beverages may be sold. The sale of alcoholic beverages by a person not holding an appropriate license, permit, or other authorization granted by the Liquor Code or the regulations of the PLCB is a violation of State law. The making of any charge to any person relative to an event at which alcoholic beverages are available constitutes the unlicensed sale of alcoholic beverages. Examples of such charges include admission prices, entrance fees, registration fees, and charges for meals. All guests shall therefore be admitted to the event free of charge.
6. Non-alcoholic beverages in sufficient quantities in proportion to the number of guests must be available. In addition, substantial amounts of hors d'oeuvres or other food as determined by Lehigh University Dining Services, in relation to the number of guests, must be served and be located in visible, accessible areas.
- 7a. For events lasting three (3) hours, alcohol may be served for two (2) continuous hours, however alcohol beverage service must end one (1) hour prior to the scheduled end of the event.

- 7b. For events lasting four (4) hours, alcohol may be served for three (3) continuous hours, however alcohol beverage service must end one (1) hour prior to the scheduled end of the event.
- 7c. For events lasting five (5) hours, alcohol may be served for four (4) continuous hours, however alcohol beverage service must end one (1) hour prior to the scheduled end of the event.
8. No alcoholic beverages shall be dispensed from kegs or barrels. When serving wine with dinner, no carafes, decanters, or wine bottles are permitted on the table. The wait-staff will be responsible for pouring the wine during dinner.
9. All external groups must contract with Lehigh University Dining Services for the service of alcohol. All such servers will have received TIPS or comparable training and will be instructed:
 - to refuse service to any person seeking to obtain alcoholic beverages who appears to such server to be under 21 years of age.
 - to request proof of age of any person seeking to obtain alcoholic beverages who appears to such server to be under 21 years of age.
 - to refuse service of alcoholic beverages to any person appearing to such server to show any sign of intoxication.
 - not to consume alcoholic beverages while on duty.
10. Event hosts should assist in ensuring that only persons 21 years of age or over are served alcoholic beverages.
11. Each host shall execute in favor of the University an ***Alcohol Release and Indemnification Agreement*** in the form attached hereto and shall also execute a ***Catering Indemnification*** form with the Wood Company.
12. Event hosts are responsible for ensuring that no person carries alcoholic beverages outside the area designated for the event. At the conclusion of the event, the host shall remove all remaining alcoholic beverages from the premises.