

# Scheduling Request for a Private Party Where Alcohol Will be Present or Served

Sponsoring Organizations \_\_\_\_\_

Facility(ies) Requested \_\_\_\_\_

Description of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Estimated Attendance: 21 years and over \_\_\_\_\_ under 21 \_\_\_\_\_

Type of alcohol to be served \_\_\_\_\_ Quantity \_\_\_\_\_

(cans are recommended)

Is this a BYOB event? \_\_\_\_\_ (refer to policy for regulations)

Type and quantity of non-alcoholic beverage \_\_\_\_\_

Type and quantity of food \_\_\_\_\_

Will a band or DJ be present? \_\_\_\_\_

(There are restrictions for amplified music outdoors, which apply to both location and hours. Please confer with the Dean and Director's office well in advance of the event for clarification and approval.)

Key points of the Policy for the Service and Consumption of Alcoholic Beverages and the scheduling policies are stated below. Please refer to the full policy statement for complete details.

1. Persons must be at least 21 years of age to possess or consume alcohol.
2. VIMS/SMS reserves the right to limit the amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who appears intoxicated or unable to function properly will be served an alcoholic beverage.
3. Food must be available in sufficient quantity to last throughout the event.
4. Unattended bars/serving areas are not permitted. Alcoholic beverages may only be served one at a time per person.
5. At any event with alcohol, whether served or BYOB, where the estimated attendance exceeds 50 persons, the alcohol must be served and consumed in an area which is physically separated from the event such as an adjoining room or adjacent floor. The admission of persons to the alcohol area must be controlled at all times, and only those persons producing proper identification for proof of legal drinking age are to be admitted. Under no circumstances may alcoholic beverages be taken from the controlled area.
6. A William and Mary ID card and proof of age may be checked to determine a person's age and that he/she is an invited guest. The use of a false altered, or borrowed identification card of any type is a lying infraction of the Honor Code.
7. Signs must be posted stating the private nature of the event and that members and invited guests only may attend.

8. Each event must have a designated bar manager. This person shall supervise the serving of alcohol and determine who may be served. The bar manager must be 21 and remain in the alcohol serving area throughout the event.
9. Alcohol may not be served prior to 12:00 noon or after 1:00 am. Social functions must end at 1:00 am Sunday through Thursday and at 1:30 am on Friday and Saturday unless specific prior permission has been granted by the Dean and Director. The service of alcoholic beverages must end at least a half hour before the conclusion of the event regardless of the day or time scheduled.
10. The person signing for responsibility of the party and the bar manager(s) must have attended a Party Management Seminar prior to signing for the event. The seminars are conducted on the Williamsburg campus by the office of the Associate Vice President for Student Affairs.

I, as the person in charge of and responsible for the described event, have read, understand and agree to abide by and enforce the conditions stated in the VIMS/SMS Policy for the Service and Consumption of Alcoholic Beverages. I also agree to be present for the duration of the event. For violations of the policy and procedures, individuals are subject to penalties ranging from warning to dismissal. Organizations that fail to follow the policy or procedures may be denied the privilege of scheduling future events. Violations may also result in charges being placed by the police or agents of the Virginia Department of Alcoholic Beverage Control.

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Name (please print)	Signature
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Title	Date	Phone
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Designated Bar Manager(s) \_\_\_\_\_

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Special Conditions \_\_\_\_\_

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Dean and Director  
Virginia Institute of Marine Science/  
School of Marine Science

Submission of this form does not signify approval. Signature of the dean and Director is required for the event to be held. This form must be picked up before 5:00PM on Friday and must be posted at the entrance to the event.

Requests for weekend events must be submitted by 5:00 PM on the preceding Tuesday. Requests for events on other days are due one week in advance.

October 1991