

**Office of Residence Life and Housing
Wake Forest University
ALCOHOL/SPECIAL EVENT REGISTRATION FORM**

Event Information

Organization _____ Campus Address _____

Event Coordinator / Social Chairperson _____ Telephone Number _____

Location of Event _____ Date of Event _____

Expected Attendance _____ Description of Event _____ Alcohol Provided Yes No

Expected Attendance 21 Years of Age & Older _____ B.Y.O.B. Yes No

Start Time _____ End Time _____

Type of Alcohol _____ Amount of Alcohol _____ Distributor/3rd Party Vendor _____

Date Completed University Police Request Form (Special Events only) _____

Type of Food _____

Type of Entertainment _____ Live Music / Pre-recorded / Other _____

Type of Theme _____

Co-sponsorship Yes No Organization _____

Payment Information

\$35 per event, **OR**, if you are registering a special event outside of normal hours, the cost is \$10 per hour. Your group will be billed at the end of each month.

Party Host Designation

I assume, by my signature below, the responsibility for enforcing all Wake Forest University rules and regulations, and all state and local laws concerning the consumption and distribution of alcohol. I have read the University Alcohol Policy and am fully aware of my obligations and responsibilities.

ID Checking Host

Alcohol Management / Bartender

1) Name _____

1) Name _____

Telephone _____

Telephone _____

Campus Address _____

Campus Address _____

2) Name _____

2) Name _____

Telephone _____

Telephone _____

Campus Address _____

Campus Address _____

Safety Notice

Registered social functions must comply with University safety standards as well as with all OSHA, EPA and fire code regulations. Approval may be rescinded if standards are violated at any time.

Important Information

Special Events Must Be Registered Two-Weeks in Advance of the Event!

1. For any alcohol serving event, the sponsoring organizations must designate two non-drinking hosts to oversee the ID Checking Procedure and the Alcohol Management Procedure. Both designated hosts must be members of the sponsoring organization and one must be a junior or a senior.
2. Alcohol beverages for undergraduate social functions may not be purchased with University funds.
3. For Greek organizations: All social functions must be B.Y.O.B. The purchase or use of a bulk quantity or common source of alcohol such as kegs or cases is strictly prohibited.
4. At no time should a new member be involved in hosting of functions.

I understand that it is my organizations overall responsibility to ensure adherence to all policies and guidelines outlined in this document and the full Wake Forest University alcohol policy.

Signature of Social Chairperson or Organizational President

Date

Additional Party Host Information

ID Checking Host

1) Name _____

Telephone _____

Campus Address _____

2) Name _____

Telephone _____

Campus Address _____

Alcohol Management / Bartender

1) Name _____

Telephone _____

Campus Address _____

2) Name _____

Telephone _____

Campus Address _____

Other Party Host Assisting Throughout the Event

Name _____

Host Role _____

Telephone _____

Campus Address _____

Name _____

Host Role _____

Telephone _____

Campus Address _____

Name _____

Host Role _____

Telephone _____

Campus Address _____

Name _____

Host Role _____

Telephone _____

Campus Address _____