

## **Guidelines for Events Involving Alcohol (Does Not Apply to Events Involving Undergraduate Students)**

This Document describes both the State of New Hampshire liquor licensing requirements and the procedures to follow for events involving alcohol at Dartmouth. These events include those held on the Dartmouth College campus or within Dartmouth owned facilities, including events sponsored by any Dartmouth department, organization, or alumni organization.

This Document does not address third-party rental of Dartmouth facilities nor events involving undergraduate students. This Document does not affect other policies regarding consumption of alcohol on campus and in the workplace.

### Events involving the sale of alcohol

#### **A State Liquor License is required**

- All events at which alcohol is sold require a New Hampshire liquor license. A “sale” is very broadly defined and includes sale in any method or manner, directly or indirectly, or through delivery of alcohol to another, by leaving, bartering, or exchanging. Sales include not only a traditional “cash bar”, but also the provision of alcohol in connection with a purchased ticket or otherwise as described above. As a result, under those circumstances, the “person” or entity selling alcohol must have an appropriate liquor license.

#### **Trained Servers Must Be Used**

- Events involving the sale of alcohol must use properly trained servers. This may be accomplished in one of two ways:
  - Hire a Duly Licensed Catering Company
    - The College maintains a list of insurance compliant catering companies
    - See: <http://www.dartmouth.edu/~rmi/rmsinsurance/compliance.html> or,
  - Use a State Licensed Server
    - See: <http://training.liquor.nh.gov/emoodle/>

### Events Not Involving Sale of Alcohol

- Events that do not involve the sale of alcohol as defined by State law do not require a State liquor license. See, New Hampshire RSA 178. Properly trained servers must be used at any event where 30 or more people are expected and/or the event is expected to last longer than 2 hours.

### Servers

- All servers must be 21 year of age or older. All servers must provide evidence (at time of registration) that they have completed alcohol server training (such as NH State Liquor Commission, TIPS, or the online Alcohol Server Certification program offered through Dartmouth Health Services, the latter of which is only available to Dartmouth students).
- Servers shall not consume alcohol or be under the influence of any other substance while serving alcohol at the event. Servers may not serve alcohol to anyone who is underage or is intoxicated. Organizers must regularly monitor the event for alcohol consumption. Servers should communicate with those in charge, or call the Office of Safety and Security, to manage potentially problematic situations.
- The recommended maximum ratio is one server per 75 guests.

### Food and non-alcoholic beverages:

- Food, snacks, and non-alcoholic beverages must be made available for the duration of any event at which alcohol is being served.

### Prohibited activities:

- Serving alcohol to intoxicated guests, unlimited access to alcohol by guests regardless of a guest's degree of intoxication, irresponsible alcohol use, or activities encouraging the competitive consumption of alcohol are prohibited. Servers should communicate with those in charge, or call the Office of Safety and Security, to manage potentially problematic situations.

### Event Space Reservations:

- Indoor or outdoor on-campus spaces requiring a reservation are reserved through Conference and Events, or other appropriate scheduling offices such as the Collis Center and/or professional school facilities offices. Reservations should be requested at least fourteen (14) days in advance of the event.
- Hard alcohol is not permitted in or on the grounds of the following undergraduate facilities: Residence halls, Fraternity and Sorority Housing, Undergraduate and Senior Societies, Affinity Houses, Collis Center, Tom Dent Cabin, Robinson Hall, and '53 Commons including Sarner Underground. Hard alcohol will not be permitted in these facilities under any circumstances.

### Event Registration:

- Events, with alcohol on site, where 30 or more people are expected and/or the event is expected to last longer than 2 hours must be registered with the Dartmouth Safety and Security Office at least fourteen (14) days in advance.

### Times:

- All events must have clearly defined start and end times listed on the registration application filed with Dartmouth's Safety and Security and if an outdoor event with Conferences and Events for a town outdoor activities permit.
  - See: <http://www.dartmouth.edu/~cse/planning/#outdoor>
- The start and end time must also be made known to individuals staffing and attending the event.

### Safety and Security:

- Safety and Security is available to assist if disruptive behavior or emergencies arise during an event. Safety and Security shall have unrestricted access to the event to address any concerns or complaints.

### Host responsibility:

- The hosting organization is responsible for the overall management of the event including but not limited to:
  - Keeping alcohol secure at all times, including pre and post event
  - Alcohol must be locked up
  - Ensuring compliance with campus document by all attendees
  - Ensuring only those of legal age serve, possess, and consume alcohol
  - Not serving intoxicated individuals
  - Ensuring that alcohol is restricted to the designated area
  - Ensuring that noise is not excessive
  - Preventing damage from occurring; Ensuring the area is cleaned afterward
  - Ensuring that all left over alcohol is picked up and removed promptly
  - Ensuring the size of the event does not exceed maximum capacity indicated on the permit of assembly for the designated location

### Non-Compliance

- An event will be shut down if found to be in non-compliance with this document. Permission for future events hosted by the organization may be withheld.

### Purchase of out-of-state alcohol

- Alcohol from out of state may be purchased by following the required New Hampshire Liquor Commission procedures. Please contact Conference and Events for instructions.

### Inapplicability

- This document does not affect existing management policies or direction regarding the use or consumption of alcohol in the workplace.

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