

ALCOHOL & BAR SERVICE STANDARD OPERATING PROCEDURE

PURPOSE: To ensure that alcohol service at campus events complies with state law and campus licensing requirements while maintaining safe and consistent service standards.

SCOPE: These guidelines apply to all events where alcohol is served on campus, including internal and external events.

DEFINITIONS:

Campus Liquor Complex License: The liquor license held by Bon Appétit governing alcohol service on campus.

Hosted Bar: Alcohol service paid for by the event host.

Non-Hosted (Cash) Bar: Alcohol purchased individually by guests.

Special Event Permit: A state-issued permit allowing qualified non-profits to serve alcohol.

Festival Permit: A temporary expansion of an existing liquor license.

GUIDELINES:

- All alcohol served at on-campus events must be provided and served by Bon Appétit licensed bartenders.
- Event hosts must notify Bon Appétit at the time the catering order is placed if alcohol will be served.
- Food must be served at any event where alcohol is provided.
- Bartender staffing is recommended at one (1) bartender per 75–100 guests, depending on service complexity.
- A minimum of three (3) hours per bartender is required, which includes setup, service, and cleanup.
- All bars require a \$200 minimum. If the minimum is not met, the remaining balance will be charged to the client.
- Non-hosted (cash) bars:
 - Payment must be made via credit or debit card only
 - Permitted locations:
 - Hybl
 - Cornerstone
 - Steward House
 - Armstrong- Great Hall
 - Bemis Hall
 - Fine Arts Center

- Tutt Library
 - Tutt House
 - Packard Hall
 - Palmer Hall
 - Robson Arena
 - Spencer
 - Tava Quad
 - Stewart Field
 - Washburn Field
 - Cossitt Hall
 - Loomis Hall
 - Morreale Carriage House
 - South Hall
 - Olin Hall/Olin Annex
 - El Pomar Sports Center- Great Hall/ Multi Purpose Room/ Reid Arena
 - JLK- McHugh Commons & Preserve
 - Worner Center
- Glassware is available for an additional fee.

DONATED ALCOHOL GUIDELINES:

- Donated alcohol is only permitted for qualified non-profit or charitable events.
- Campus departments may not purchase alcohol independently and bring it to events without proper approval and required permits.
- Only authorized entities (e.g., wholesalers, wineries, breweries, distilleries) may donate alcohol.
- A zero-cost invoice is required for all donated alcohol and must include:
 - Product name and quantity
 - Non-profit organization name
 - Event location and/or date
- Donated alcohol may not be resold by the drink without a Special Event Permit.
- Bon Appétit or license holders may not profit from donated alcohol.
- Prohibited practices include:
 - Charging corkage fees
 - Inflating food pricing
 - Inflating rental or event fees

PROCEDURE:

1. Event host notifies Bon Appétit of alcohol service needs at the time of order placement.

2. Bon Appétit confirms staffing requirements and applicable fees.
3. If applicable, event host secures required permits (Special Event or Festival Permit) within required timelines.
4. Bon Appétit schedules licensed bartenders and ensures compliance with staffing ratios and service standards.
5. For donated alcohol events:
 - Required documentation (permits and invoices) must be submitted and verified prior to the event.
6. Bar setup, service, and cleanup are completed within the scheduled minimum service window.
7. Final billing is processed, including any minimum shortfall or additional service charges.

SPECIAL EVENT PERMIT REQUIREMENTS:

- Must be submitted at least 30 days prior to the event.
- Required for non-profits or political events serving alcohol outside the Campus Liquor Complex License.

FESTIVAL PERMIT REQUIREMENTS:

- Must be submitted at least 40 days prior to the event.
- \$50 processing fee required per application.
- Limited to nine (9) events per calendar year per permittee.