

# Restricted Bar Night Request Form

To request approval for transportation to an event at a location serving alcohol, please type this form, obtain your advisor's signature, and submit to 510 Wilson Commons. Forms will be reviewed by the Bar Night Review Committee, which meets bi-weekly. You should submit this form at least two weeks prior to your event.

A "Restricted Bar Night" is defined as events which

- (a) Are at a location that is closed to the general public
- (b) Have a pre-determined guest list that has been created by the planning organization
- (c) Have fewer than 300 attendees, and
- (d) Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclub).

Organization Name: \_\_\_\_\_ Co-sponsor(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Proposed Location for Event: \_\_\_\_\_ Capacity of Location: \_\_\_\_\_

Estimated attendance (including members): \_\_\_\_\_

Location Representative and Contact Information: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of buses you plan to reserve: \_\_\_\_\_

Type of Bus Requested:  First Transit (33 Passenger)  Monroe (44 Passenger)

Is the location closed to the general public?  Yes  No

Will there be a pre-determined guest list?  Yes  No

Contact Person Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Sponsor Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Name & Title \_\_\_\_\_

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For the Bar Night Review Committee to Complete

Approved

Security special attention

Security pre-assigned

Approved with the following conditions:

\_\_\_\_\_

\_\_\_\_\_

Not approved

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Received \_\_\_\_\_ Date: \_\_\_\_\_

Committee Distribution : Transportation Coordinator : Advisor : Group Contact : Security : DOS

**Restricted Bar Night**  
***Request Form***

**Please answer the questions on this page related to your event.**

Please describe how you will advertise your event. If you use invitations, explain how they will be distributed.

Who are your event managers, and what are their responsibilities?

What arrangements have been made with the location hosting your event?  
(ex. cover charges, rental fees, DJs, etc.)

Please describe in detail the risk management policies you plan to enact for this event. Refer to the Off-Campus Events – Bar Bus Policy for guidelines.

# **Restricted Bar Night**

## ***Request Form***

**Please initial by each statement to acknowledge you have read and understood the content.**

### **Buses**

My organization must provide bus signage for each bus for events. Event sign must include event name, location, time buses are running, sponsoring organization's name, and University of Rochester.

Buses must continue to run at least 30 minutes after the event's end time.

After midnight all buses should be return-runs only. Buses returning after 1am will have an additional stop at Riverview. Otherwise, buses will only travel between your event venue and IT.

### **Event Managers**

My organization must have a minimum of four event managers throughout the evening. One event manager must ride the first bus to the venue and be on-site for the duration of the event. Three event managers must remain at the IT Center to check IDs against the guest list and to control boarding of the buses. With the exception of formals/semi-formals, one event manager must remain at IT to monitor students returning from the event from midnight until all buses have returned.

At the IT Center, two event managers will check IDs to determine whether individuals are on the guest list and have shown up for their proper bus time. They will use the hand stamp provided in the bar party packet to identify students who have checked in. The third event manager will ensure that all guests boarding the bus have had their hands stamped.

If more than one organization is co-sponsoring the event, each co-sponsoring organization must designate Event Managers.

### **Security**

Depending on the size and scope of the event, my organization may be required to hire UR security for the duration of the event. I understand there is a minimum four hour charge of \$180 payable by check or blue requisition (312 Form) in advance to UR Security at 612 Wilson Blvd.

### **Event Paperwork and Evaluations**

My organization must submit the *Bus Services Request Form* at least 8 days prior to the event to reserve the buses. This form requires an advisor's signature.

A copy of the guest list must be submitted to 510 Wilson Commons at least 24 hour before the event. This list, which should include your organization's members, should also include the bus times that guests have been assigned and the names and contact information of all event managers. Please use the template provided by your advisor.

My organization will pick up the required *Bar Party Packet* from 510 Wilson Commons 24 hours before the event.

My organization is responsible for damage to the packet contents or the table at the IT Center. This completed packet must be returned within three business days of the event.

My organization must complete the *Group Evaluation Form* within three business days of the event.