

Unrestricted 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.

An "Unrestricted Bar Night" is defined as events which

- (a) Are open to the general campus population and
- (b) Provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclub) and
- (c) Attendees must all be 21 or over.

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

Contact Person Signature _____ Date _____

Co-Sponsor Contact Signature _____ Date _____

Advisor Signature _____ Date _____

Advisor Name & Title _____

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

Unrestricted Bar Night

Request Form

Please describe in detail your event management and risk management plan including publicity, crowd control, event manager duties, and arrangement with location (cover fee, rental, DJ, etc.). Refer to the Bar Buses Policy for guidelines.

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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 and to control boarding of the buses. 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 have University ID and have government ID that indicates they are over 21. They will use the hand stamp provided in the bar party packet to identify students who meet the criteria. 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

My organization must 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.

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.