

## **Planning Events with Alcohol in Wilson Commons**

Wilson Commons can be an excellent location to hold social events with alcohol. The following guidelines are provided to help plan or hold an event with alcohol in Wilson Commons.

1. Start your planning process early – ideally more than 4 weeks in advance of the event; contact your organization’s advisor!
2. Meet with the Assistant Director – Operations, (x5-9393, 201 Wilson Commons), more than 4 weeks in advance of the event for proper planning! An Events checklist will be initiated and needs to be completed before event is confirmed.
3. Make a reservation with the Wilson Commons Reservationist for the appropriate space (x5-2330, 201 Wilson Commons). Events Support and AV-Tech can be ordered at this time.
4. All events with alcohol must be catered by the U of R Dining Services or an approved caterer, which must apply for a temporary liquor license. Approved caterers can be found on the sanitarian website ([www.safety.rochester.edu](http://www.safety.rochester.edu)). Important: it takes a minimum of 30 days for a temporary liquor license to be obtained. Meet with a catering manager for regulations and time frame.
5. Complete event registration process (Social Function Registration Form and Social Function Responsibility Agreement) with the Dean of Students Office (x5-4085, 510 Wilson Commons) at least 5 working days before the event.
6. Have all event information and samples of publicity to Security at least 5 days in advance of the event. (All publicity should state “college I.D. required”, “security will be strictly enforced”, “no entrance after 1:00am”). Alcohol must stop being served at 1:30am and event ends at 2:00am.

The evening of the event, please contact the Wilson Commons Building Manager (Room 201 Wilson Commons, pager 12-3251), 30 minutes prior to introduce yourself as the event manager and finalize any details. Check in with Building Manager every hour!

### **Please note:**

1. Check with the Dean of Students Office for all University rules and regulations concerning events with alcohol, e.g. rules for social hosts, serving alcohol, alternative food and beverage, event fees, etc.
2. Check with the Assistant Director – Operations and Security for appropriate level of supervision.
3. Schedule a social host training with UHS Health Promotion Office, x3-5775 minimum two weeks before event.

**Good Luck and Have a Great Event!**