

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).

Organization Name:

Co-sponsor(s):

Contact Person:

Contact E-Mail:

Phone #:

Proposed Location for event:

Estimated Attendance:

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

Event Managers:

Please check each statement to acknowledge you have read and understood the content.

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.

My organization must have enough event managers to (1) ride the first bus to the venue, (2) have people at the bus stop checking IDs, and (3) control boarding.

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

My organization must hire UR Security for the duration of the event. I understand there is a minimum four hour charge of \$160 payable by check or blue requisition (312 Form) in advance to UR Security.

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

After midnight all buses should be return-runs only.

My organization must provide proper crowd control management system (i.e. tickets or wristbands) as noted in #8 of the Bar Bus Policy.

My organization must complete the *Group Evaluation Form* within 3 business days of the event.

Please complete the second page related to your event.

Unrestricted Bar Night *Request Form*

Please describe in detail your event management plan including publicity used, crowd control method (i.e. tickets or wristbands), boarding of the buses, event manager duties, etc. Refer to the Bar Buses policy for guidelines.

Contact Person Signature _____ Date _____
Co-sponsor Signature(s) _____ Date _____
Advisor Signature _____ Date _____
Advisor Name & Title _____

For the Bar Night Approval 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