



Brown University Student Activities Office
EVENT REGISTRATION FORM

To be completed by Event Coordinators:

Day of Event: M T W Th F Sa Su Date of Event: ____ / ____ / 20 ____

Start Time (do not include set-up): ____ AM PM End Time: ____ AM PM

*Security Meeting Time for Ushers or Party Managers: ____ AM PM (min. 20 mins prior to doors open.)

Sponsoring Student Group(s): _____

Title of Event: _____ Location of Event: _____

Type of Event: [] Lecture [] Performance [] Social Event [] other: _____

Admission Policy (check one): [] Members/Invited Guests Only [] Brown/RISD Only
[] College ID Only (see related policies) [] General Public (no alcohol service)

Venue Capacity: _____ Anticipated Attendance: Brown/RISD ____ + Other ____ = Total ____

Entry or Donation Fee: Y / N \$ _____ Alcohol: Y / N

Food: Y / N (Snacks are required for events with alcohol. If perishable foods are provided, submit a food management plan with your registration materials that adheres to the food safety guidelines. Educational handouts are available on the SAO site.)

Off-campus advertising? Y / N (No off campus advertising without prior approval from the SAO. All publicity must conform to policy. Complete publicity protocol available on the SAO website.)

Event Coordinators (one must be 21+ if alcohol is being served):

(1)Name: _____ Email: _____ Phone: _____

(2)Name: _____ Email: _____ Phone: _____

Please provide the names of your ushers or certified party managers by email to SAO@brown.edu

Alcohol Service (if applicable)

Type of Alcohol Service: [] None [] Caterer [] Sponsoring Group Anticipated 21+ Attendance: _____

Type(s) of Alcohol: [] None [] Beer [] Wine [] Other Fee Structure: \$ ____ at the door; \$ ____ per drink

Alcohol Service Staffing:

[] The event is catered by Brown Dining/Brown First Approved Vendor.

[] I will provide the names of our Bartenders who must be certified by the SAO for Party Management. Please see our schedule of trainings and plan ahead accordingly. Staffing lists must be in by noon on Thursday prior to the event.

By signing below, I am indicating the following:

- 1. I have read and understand the regulations governing hosting events at Brown, including the reminders provided on the back of this form.
2. I have reviewed our management plan with the SAO prior to our event
3. I and the other ushers/party managers and coordinators assume full responsibility for ensuring compliance with these and all other applicable regulations.
4. I accept responsibility for the above referenced event with the understanding that I, my co-coordinator, and my organization are therefore responsible for the actions of the guests at this function and for any damage that results.
5. I also understand that as an event coordinator I am responsible for being present throughout the event.

Signature (of one of the coordinators): _____ Date: ____ / ____ / ____

REGISTRATION REMINDERS FOR EVENT COORDINATORS

All events/activities held Sunday through Thursday must end by 12 midnight. Friday/Saturday events/activities must end by 2 AM; Events with alcohol may only be held after 5 PM on Fridays and through 2 AM on Sunday morning and must close according to the schedule below (#13). Please note that events must be sponsored by a recognized Brown student group.

Events that must be registered:

- All events or activities where alcohol will be served
- All events or activities where anticipated attendance is 100 or more
- Other events when required by appropriate campus departments or under special circumstances

Note: if you anticipate fewer than 100 people at your event, it may still be beneficial to register particularly if you have any concerns or questions related to safety or security. Stop by SAO - we'll help you build a successful event.

Registration Forms and Budget Worksheets **must be submitted for review by SAO prior to the following deadline: At least THREE (3) WEEKS PRIOR** to your event if you are having **an event with alcohol or 300 or more people, or at least 2 weeks prior for any other event.**

Please refer to the SAO Event Planning website for additional assistance and to learn about the related planning deadlines, policies and procedures. The following information serves as a reminder to event planners:

1. An Event Management Plan must also be submitted. Requirements vary depending on the type of event. Detailed plan requirements, standard plans and templates available in the SAO or on our website under Event Planning Forms and Handouts.
2. Event Spaces require prior reservation with the responsible University offices or, in the case of residence halls, the appropriate student officer or counselor. **This form does not guarantee reservation of space.**
3. Event Coordinators must assure event compliance with the state Fire Code and Brown University fire regulations; this includes proper capacity management, maintaining clear egresses and all other aspects of fire safety. No candles, dry ice, pyrotechnics or fog machines permitted. Event Coordinators must complete and return a fire safety checklist to the Fire Safety Office.
4. Event Coordinators, Ushers and Party Managers are held responsible for: a) Proper conduct at the event; b) Clean-up and closing of the space, and any damage to University property; c) Cooperation with University staff (e.g. Public Safety, etc.); d) Observing the rules of the University.
5. Event Coordinators, Ushers and Party managers are responsible **for the entire event** and therefore are prohibited from drinking before or during the event. Bartenders are not allowed to drink before the event and up until they have completed their final duties during the event.
6. **STAFFING:** ALL EVENTS must have 2 event coordinators (EC) plus AT LEAST the minimum number of ushers (U) or party managers (PM) and bartenders (B), if applicable, outlined in the following scale:
1-100 guests: 2 EC, 3 U/PM, 3 B 151-200 guests: 2 EC, 5 U/PM, 5 B 301 + guests: Consult with SAO
101-150 guests: 2 EC, 4 U/PM, 4 B 201-300 guests: 2 EC, 6 PM, 6 B (if alcohol, catered bar required)
***All Social Functions on Wriston Quad must have AT LEAST 6 party managers to properly cover this venue.**
7. For Parties, **All event coordinators, Party and bartenders must be certified by the SAO for Party Management.** Certification trainings are held monthly.

ADDITION REMINDERS FOR EVENTS WITH ALCOHOL

8. Events with alcohol may only be held after 5 PM on Fridays and through 2 AM on Sunday morning.
9. If alcohol is being served and any money will be collected at the event for any reason: **YOU NEED A CLASS F LICENSE AND AN ENTERTAINMENT LICENSE PROVIDED BY CITY HALL.** You must apply for both at least **10 business days in advance of your event.** Applications must be obtained in the SAO. The application must be taken down to City Hall, with your payment (check or money order ONLY) to room 101. City Hall will schedule a hearing in room 112 for your case during the following week. Fees are: Class F full bar = \$35, Class F beer/wine ONLY = \$15, Entertainment = \$10.
13. Alcohol service must end at 12:45 AM (so drinking ends by 1 AM) for events that qualify for a Class F license (events where alcohol will be served and money will be collected at the event for any reason). Alcohol service for all other events with alcohol must end at 1:45 AM (so drinking ends by 2 AM).
14. **Alcohol must always be attended. No self-service!** Alcohol above 80 proof, keg beer, beer balls, large containers of alcohol, Jell-o shots, bottled beer, and drinking games are prohibited. Punch must be clearly labeled.
15. The amount of alcohol present sends a very clear message about the nature of the event; think carefully about the amount of alcohol present and its impact on safety and liability concerns. BYO is NOT permitted.
16. You must provide an adequate supply of non-alcoholic beverages and food whenever alcohol is served and it must be clearly displayed. Materials may not promote alcohol or drunkenness as the focus of the event. Advertising and event plans should indicate that "Intoxicated individuals will not be admitted."