

Exhibition Proposal | Reception Waiver

Event Host & Alcohol Service Form

Brown University
Department of Visual Art

1. Event Staffing: If you anticipate between 1 and 49 guests at any one time, please identify 1 usher and 1 bartender to assist you as event host(s) in managing your event. If you anticipate between 50 and 99 guests, please identify 2 ushers and 2 bartenders. If there is more than one primary entrance to your event, please identify an additional usher. Event Host(s), Ushers, and Bartenders are responsible for the entire event, thus they are prohibited from drinking Before or during the event.
2. Health and life safety come first in all situations. If you believe a person may need medical assistance for any reason, do not hesitate to call the University's emergency line at 863-4111.
3. If more than 50 people are anticipated, you must review and complete a Fire Safety Checklist available at http://www.brown.edu/Administration/Event_Planning/safety/fire.html.
4. Bartender(s): Alcohol must always be attended. No self-service! This is both to monitor underage drinking and to ensure guest safety. Alcoholic or nonalcoholic beverages left unattended invite tampering. Please identify bartenders to staff and manage the alcoholic and nonalcoholic beverage area of your event. Unless you and/or the bartender know someone to be over 21, you must ask to see identification before providing alcohol to a guest.
5. Usher(s): Usher(s) at your event serve two primary roles. First, they should help monitor the point of entry to your event both to welcome guests and to ensure that (1) alcoholic beverages do not leave your event area, (2) guests do not bring their own alcohol, (3) if invite only, then only invited guests are permitted, and (4) intoxicated individuals are not permitted entry. Second, they can help you roam the event space to ensure that unattended beverages are discarded and guests are drinking responsibly.
6. Alcohol above 80 proof, keg beer, beer balls, large containers of alcohol, Jell-o shots, bottled beer, and drinking games are prohibited at Brown. Contents of punch must be clearly labeled, including proportions and strength of alcohol, if present. BYOB is not permitted.
7. You must provide and clearly display an adequate supply of non-alcoholic beverages and food whenever alcohol is served. More information available at brown.edu/Administration/Event_Planning/.
8. In Rhode Island the legal age for purchase, service to and consumption of alcohol is 21 years of age. The Rhode Island Liquor Liability Act has provisions for "negligent" and "reckless" service. "Negligent service" is when you "know or if a reasonable and prudent person in similar circumstances would know that the individual being served is a minor or visibly intoxicated." "Reckless service" is when you intentionally serve an individual when you know the person being served is a minor or visibly intoxicated. IN BOTH INSTANCES, THE SERVER IS LIABLE FOR DAMAGES PROXIMATELY CAUSED BY THE CONSUMPTION OF LIQUOR. The Act reads such that you may be responsible even if most of the guest's drinking occurred elsewhere.
9. Event Host(s) are held responsible for: a) Proper conduct at the event; b) Clean-up and closing of the space, and any damage to University property, including art installations; c) Cooperation with University staff; and d) Observing the rules of the University.
10. The amount of alcohol present at an event sends a very clear message about the nature of the event. Hosts should consider the relationship between the amount of alcohol present and safety and liability concerns. We recommend you determine a reasonable amount of alcohol available for an entire event in relation to the number of drinks available per 21 + attendee. Remember that 1 drink = 12 oz of beer = 4 oz wine = 1.5 oz of hard alcohol.
11. Please note that money should not be collected at the event if alcohol will be present. If you intend to collect money, please contact the Academic Department Manager who will consult with the Director of Student Activities

Date and Time of the Event: _____ Name of Event Host(s): _____

Name of Bartender(s) and Usher(s): _____

By signing below, I accept responsibility for the above referenced event with the understanding that I am responsible for the actions of the guests at this event and for any damage that results. I also understand that I am responsible for being present throughout the event. I also confirm that I have read and agree to the regulations above and that I and the individuals I have identified above to staff this event assume full responsibility for ensuring compliance with these and all other applicable regulations.

Signature: _____

Date: _____

