



**MADISON**  
AREA | TECHNICAL  
**COLLEGE**

# SPECIAL EVENT PERMIT BEER AND/OR WINE ON CAMPUS

Updated 11/21/2022

**EVENT SPONSOR INFORMATION:**

Sponsor: \_\_\_\_\_ Main Phone: ( ) \_\_\_\_\_  
 Sponsor Mailing Address: \_\_\_\_\_ Other Phone: ( ) \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR THE EVENT (EVENT SUPERVISOR):**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TYPE OF GROUP: (check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Madison College Students | <input type="checkbox"/> Madison College Faculty/Staff/Administration |
| <input type="checkbox"/> Madison College Alumni   | <input type="checkbox"/> Off Campus Group (Non-College Event)         |

Will Anyone Be Under 21?:  Yes  No If yes, describe the system used to check identification: \_\_\_\_\_

**EVENT INFORMATION:**

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm  
 Expected Attendance (Required): \_\_\_\_\_

**Briefly describe how the event meets the criteria for authorizing alcohol at an event (refer to "Authorization Criteria for Alcohol at an Event" in Procedure for Policy #2511 – Alcohol Policy below):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF ALCOHOL SERVICE TYPE: (Please check the appropriate description of your event)**

- Free Admission – Beer/Wine will be served (cash bar)  
 Admission Charged – Beer/Wine will be served but NOT sold (uniform admission fee whether consuming beer/wine or not)  
 Private Event – Beer/Wine will be served (attendance by invitation only; beer/wine included as part of event or available for sale)

**FOOD AND BEVERAGE INFORMATION:**

Type of alcohol to be served (check all that apply):  Wine  Beer

Anticipated price per glass: Beer: \_\_\_\_\_ Wine: \_\_\_\_\_

Location of alcohol service (e.g., wine on tables, bar, passed drinks, partitioned service area): \_\_\_\_\_  
 \_\_\_\_\_

Name of licensed bartender: \_\_\_\_\_

Type of non-alcoholic beverages available: \_\_\_\_\_

Type of food to be served: \_\_\_\_\_

## MADISON COLLEGE POLICY AND PROCEDURE ON ALCOHOLIC BEVERAGES

### [Madison College Policy #2511](#)

#### Madison College Alcohol Procedure

1. The Event Supervisor is responsible for overseeing the following:
  - a. Meet with all servers prior to the event to discuss alcohol serving procedures.
  - b. Consistent security and event monitoring procedures.
  - c. Each entrance/exit to the event is being monitored so that alcohol is not brought in or carried out of the event.
  - d. Signs have been posted (see Area Where Alcohol is Served).
  - e. Ensure IDs are being checked according to pre-determined methods and that the limit for the number of beverages served per person is being enforced.
  - f. Review previously printed list of invited guests to any "Private Event" to assure that only invited participants enter.
  - g. That "Get Home Safe" brochures developed by the College are placed in a visible location so guests can call taxis or secure other modes of transportation for a safe ride home. External event organizers are encouraged to solicit volunteers as designated drivers who can provide transportation when needed.
  - h. Call a debriefing meeting for events where alcohol-related problems arose and recommend changes to procedures for upcoming events.
2. Area Where Alcohol is Served:
  - a. The area where alcohol is served must be defined and clearly marked using readily identifiable barriers such as fencing and/or built-in boundaries. Building and fire codes must be adhered to.
  - b. Alcohol can only be sold to individuals 21 and older, who have been checked in using a pre-determined system (i.e., wristbands, hand stamps, name badges).
  - c. Signs must be posted at every entrance or exit stating:
    - i. Private Event (if applicable).
    - ii. No alcohol beyond this point.
    - iii. Identification required. No one under the age of 21 shall be served.
    - iv. Don't drink and drive.
    - v. Drink responsibly.
3. Service of Alcohol:
  - a. Establish and notify guests of start and end times.
  - b. Alcohol service must end at least 30 minutes prior to the end of the event.
  - c. Alcohol should not be part of the event if it cannot be properly managed.
  - d. Alcohol may not be served at an event in individual portions that exceed 12 ounces of beer and six (6) ounces of wine.
  - e. No alcoholic beverages will be served or sold prior to 5 p.m. or after midnight.
  - f. Persons attending the event may not be given direct access to coolers, kegs, or service areas. If a single bottle of wine is provided at each table in conjunction with a meal (where the guests are all over 21), it is the responsibility of the Event Supervisor to monitor the consumption of the attendees.
  - g. Servers of alcohol:
    - i. Shall be trained to serve alcohol.
    - ii. Shall have a valid photo ID showing their name along with a copy of Training for Intervention Procedures (T.I.P.S.), or equivalent training certification.
    - iii. Shall be 21 years of age or older.
    - iv. Shall not serve anyone who is visibly intoxicated.
    - v. Shall not consume alcohol before or while they are on duty.
    - vi. Shall be familiar with the system being used at the event for verifying that only persons 21 years of age or older are being served alcohol.
    - vii. Shall have knowledge of Madison College's protocol for dealing with emergencies and/or altercations.

- viii. No one shall be served more than two (2) drinks at a time.
  - ix. Properly trained personal should be responsible for checking identification (ID).
  - x. Alcoholic beverages may not be stored on unlicensed premises that are unsecured and open to the public. Alcoholic beverages may not be stored in refrigerators in public areas.
4. Public Safety: [Madison College Public Safety](#) shall receive an event plan at least three (3) weeks prior to the event, detailing how the alcohol is being distributed, who has possession of the alcohol and how it is being stored prior to the event, and how attendees will return home if they are unable to drive.
  5. Risk management: Madison College Risk Management (RM) is available to work with the Event Supervisor and campus officials to review the event plan, the Risk Assessment for Serving Alcohol, and to advise on the associated risks and risk mitigation. Risk Management also advises on insurance requirements for campus events, with or without alcohol.
  6. Insurance, Liability, and Indemnification
    - a. Insurance for non-college groups: Non-College groups shall provide proof of general liability and liquor liability insurance when utilizing College facilities for events with alcohol.
      - i. A Certificate of insurance shall be provided to the College a minimum of seven (7) days prior to the event.
      - ii. Non-College sponsors who do not carry liability insurance may apply for Special Event Insurance through the Tenant User Liability Insurance Program (TULIP). A certificate of insurance can be generated through this process.
    - b. Insurance for college-sponsored events off-campus: College-sponsored events occurring at off campus locations may be asked by the property owner for proof of insurance from the College. The College's Risk Management office will provide the required certificate of insurance.
    - c. Liability and Indemnification: Any person (or group) possessing, using, consuming, selling, bartering, or furnishing any alcoholic beverages upon the premises or grounds of the College assumes all risk and liability for damage and injuries to personal and/or property which in any way results from such possession, use consumption, sale, barter or furnishing of alcoholic beverages.
  7. Security may be required for events where minors may be in attendance. Arrangements must be made at least ten (10) days prior to the event, or the event may be subject to cancellation. Security will be determined on a case-by-case basis by Madison College's Public Safety Services department.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>MADISON COLLEGE OFFICE USE ONLY</b>		
<i>Security Personnel</i>	<i>Class B Liquor License</i>	<i>College Provided Licensed Alcohol Server</i>
Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

**FINAL APPROVAL**  
(Submitted by Event Supervisor)

Temporary Authorizing Campus Alcohol Agent – Signature <b>Sylvia Ramirez</b> Vice President, Administration	_____ <b>Date</b>
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**Alcohol Not Recommended**

Reason for denial: \_\_\_\_\_

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Denying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_