



\*\*Special rules apply to fraternity events and are included on the risk management web site.

\*\*Hard liquor and drinking games are prohibited.

\*\*Ample free alcohol alternatives and non-salty food are required for the duration of the event.

How will the alcohol be provided?

BYOB Check-In  Third-Party Vendor  Organizationally Purchased

Who will be allowed into the event (i.e. all Westminster students)?

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What procedures will be used to ensure uninvited guests are not admitted?

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Please describe procedures used to ensure minors or inebriated people are not served.

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What are the event start/end times? \_\_\_\_\_

### **Food**

If you are serving food, please request a bid from Fresh Ideas in addition to other bids you request. Please consider that some of your participants may be vegetarians or have dietary restrictions such as food allergies. Keep in mind that food can be a source of contamination.

### **Insurance**

Students must have their own medical insurance and students are not covered by the college's insurance.

### **Potentially Dangerous Activities**

Are there any potentially dangerous activities will occur at the event?

Yes  No

If yes, please describe the activity and safeguards used to protect participants:

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### **Waivers and Informed Consent**

Will you be using the General Liability Release Form (available on the risk management web site) or some other release form?  Yes  No

**\*\*If yes, the forms should be given to the Business Office within 48 hours of the event.**