

**Elon University Student Organization Event
Risk Management and Registration Form**

*****Due the Monday BEFORE the event, to the Moseley Front Desk*****

Sponsoring Organization: _____ Expected Attendance: _____

Event Date: _____ Start Time: _____ End Time: _____

Organization Contact: _____ Phone: _____ E-mail: _____

Name of Advisor who will be present at this function: _____

Advisor's Phone: _____ Advisor's E-mail: _____

Event Location: _____ Event Description: _____

Name of Location Contact (if off-campus): _____

Contact Phone: _____ Contact E-mail: _____

Will alcohol be present at this event? Yes No

Will there be food and non-alcoholic beverages at this event? Yes No

If yes, please describe: _____

What type of transportation will be provided? _____

Transportation Company Name and Contact number: _____

List full names of sober monitors at this event: _____

Event Contact Name – SIGNATURE

Faculty Advisor – SIGNATURE

Vendor Representative or On-Campus Facility Manager - SIGNATURE

Director of Campus Operations – SIGNATURE

One security guard is required for every 100 guests anticipated in attendance. For on-campus events, these security officers will be provided by simply completing this form. Payment at the time of registration is required in the form of a check made out to OFFICE OF GREEK LIFE for \$25 per hour per security officer.

Please attach a complete guest list to this form.

**This is an internal registration form and does not constitute a contract between the venue and the university.*

RISK MANAGEMENT EVENT CHECKLIST

The **ORGANIZATION PRESIDENT**, on behalf of the organization, must agree to the following statements by initialing each below:

- ___ 1. I understand and will abide by the alcoholic beverage laws of the State of North Carolina.
- ___ 2. I agree not to allow consumption of alcoholic beverages by anyone who is intoxicated.
- ___ 3. I understand that the organization is responsible for all damages that occur as a result of our event and guests.
- ___ 4. I understand that we are responsible for all cleaning of all areas (inside and outside) affected by the event upon conclusion of the event. All clean-up must be concluded prior to 7:00 a.m. the next morning.
- ___ 5. I understand that the event will end at 2:00 AM on weekends, and that no noise should be audible outside the venue after that time.
- ___ 6. I understand that the only individuals on our pre-submitted guest list may be allowed to enter the event unless otherwise approved (alumni during Homecoming, parents during Family Weekend, etc.). The organization is responsible for ensuring that the guest list is followed.
- ___ 7. I acknowledge that Elon, and/or its employees, are not responsible for the conduct of Elon students and their guests and am aware the sponsoring organization accepts full responsibility for the actions of its members and guests.
- ___ 8. Food and Non-alcoholic beverages must be present and readily available at no charge to individuals.
- ___ 9. All alcoholic beverages must be served in cups.
- ___ 10. Failure or inability to contain the event to a reasonable size may result in the event ending early.

If On-Campus:

- ___ 11. I (we) understand that common containers (kegs, beer balls, pony kegs, quantities over 32 oz.) are not allowed on Elon University owned or leased property.

If Off-Campus:

- ___ 12. I agree to meet with a representative from the Third Party Venue at least 24 hours in advance of the event to review risk management procedures.

If Off-Campus:

The **THIRD PARTY VENDOR** must agree to the following statements (and provide proper documentation) by initialing each below:

- ___ 1. Be properly licensed by the appropriate local and state authority. They might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

- ___ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his/her coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES

- ___ 3. Agree in writing to cash sales only, collected by the vendor, during the function. These sales may only be to individuals, not charged to a group account or the student organization directly (group tabs, etc.)
- ___ 4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification cards upon entry and with each beverage sale;
 - B. Allowing only one (1) drink per purchase;
 - C. Providing ample security for the event (1 guard per 100 guests);
 - D. Not serving alcohol to underage students;
 - E. Not serving individuals who appear to be intoxicated;
 - F. Maintaining absolute control of ALL alcoholic containers present.