

# Alcohol Checklist

(Must be submitted ten working days prior to the event)

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Student Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

The caterer or restaurant will need to provide a copy of the certificate of insurance naming the student group (eg. University of Connecticut Law Review, University of Connecticut Student Bar Association, etc.) the University of Connecticut School of Law, and the University of Connecticut as additional insured in accordance with the amounts specified below and the procedure specified on the website [www.law.uconn.edu/students/handbook/appendixi.html](http://www.law.uconn.edu/students/handbook/appendixi.html)

## Commercial General Liability

(a) General Aggregate	\$ 2,000,000
(b) Products	\$ 2,000,000
(c) Personal Injury	\$ 1,000,000
(d) Each Occurrence	\$ 1,000,000
(e) Fire Damage	\$ 100,000
(f) Medical Expense	\$ 10,000

### Excess Liability (Umbrella Form)

(g) Each Occurrence	\$ 5,000,000
(h) Aggregate	\$ 5,000,000

Be aware that the indemnification clause in the State Statutes does not cover student leaders. There is a very high state of alertness in the bar and courts today about alcohol abuse. If students get drunk at a student-sponsored activity and injure themselves or others, you may well find yourself the target of a lawsuit. Whether you care or not about your assets, you will need to defend yourself, and being a party to such litigation may possibly have an effect on your ability to pass the bar's "character and fitness" review. Thus, if you take responsibility for a drinking event, you are going to be well advised to stay sober yourself, and carefully watch. You should advise the bar that if anyone appears to have had too many drinks, that you want them shut off. You should get some student organization members who are also going to stay sober to assist you in monitoring the crowd. Alcohol purveyance is strict liability. Negligence principles do not apply. A problem will equal liability. And liability will equal a lot of untoward results.

### **If the event is off-campus:**

For off-campus events, Student Activity funds may be used to pay for adequate food for the event. There must be a cash bar.

**If the event is on-campus:**

All beer and wine served at events on campus must be provided by the caterer. The licensed caterer must remove all beer and wine from the event premises at the close of the event. Law School funds will not be approved for purchase of beer or wine directly from a retail outlet by a student organization nor will students be reimbursed for direct purchase from a retail outlet.

Advisor to attend: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrator to attend: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Officer to attend: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Officer to attend: \_\_\_\_\_ Signature: \_\_\_\_\_

Police Officer to attend: \_\_\_\_\_ Signature: \_\_\_\_\_

Caterer name, address and phone number (must have an approved Caterer Liquor Permit on file in the dean's office): \_\_\_\_\_

Phone number to reach caterer after business hours: \_\_\_\_\_

Description (including amount) of beer and/or wine to be provided by bartender (Must be approved by Dean's office at least seven (7) days prior to the event.):

\_\_\_\_\_

Hours/terms of the bar :

\_\_\_\_\_

**Certification:**

I certify that I have read and understand the Alcohol policy of the University of Connecticut found at [http://www.dosa.uconn.edu/student\\_code.cfm](http://www.dosa.uconn.edu/student_code.cfm)

I certify that I have read and understand the alcohol policy of the University of Connecticut School of Law found at [www.law.uconn.edu/students/handbook/appendixi.html](http://www.law.uconn.edu/students/handbook/appendixi.html)

I understand that the state statute that indemnifies employees DOES NOT apply to student leaders.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_