

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

PART A

Event:

Date:

Location:

Sponsoring Group:

Student or Staff Coordinator:

Phone:

Cell phone:

The caterer, bar restaurant, or conference center 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

<http://www.law.uconn.edu/student-handbook/appendices/policy-student-sponsored-events-which-alcohol-be-served>

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

Liquor Liability

\$1,000,000

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 need to get additional 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.

PART B If the event is off-campus:

For off-campus events, there must be adequate food for the event paid for by Student Activity funds. **There must be a cash bar, no open bars allowed.** The event must be held at an establishment that has a liquor permit.

PART C If the event is on-campus:

The caterer must provide all beer and wine served at events on campus. The licensed caterer must remove all beer and wine from the event premises at the close of the event. Law School FRS and Student Activity (eg. SBA) funds cannot be approved for purchase of beer or wine from a caterer or from a retail outlet. Students will not be reimbursed for any alcohol purchases.

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): *FYI Krause Caterers – Insurance and Permit is already on File.*

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 (**two hours maximum**):

PART D Certification:

I certify that I have read and understand the Alcohol policy and information of the University of Connecticut found at

http://www.community.uconn.edu/student_code_appendixc.html

I certify that I have read and understand the alcohol policy of the University of Connecticut School of Law found at

<http://www.law.uconn.edu/student-handbook/appendices/policy-student-sponsored-events-which-alcohol-be-served>

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

Name (please print): _____

Signature: _____ Date: _____