
Eureka College Social Function Registration and Agreement Form for Events Where Alcohol is Present

Organization Name: _____ Date of Event: _____

Co-Hosted with another Organization: Yes No If yes, with whom: _____

Name of Event: _____ Establishment Name: _____

Phone Number: _____ Address (Street, City, State): _____

The organization does hereby accept full responsibility for the event stated above. In accepting this responsibility, the organization will make certain that all state & city laws, and college Alcohol Policies and Guidelines are enforced. The organization understands that they are required to regulate the behavior of all the individuals at the event. The organization agrees that upon direction of the vendor, Dean of Students, or other Eureka College official, the event will end immediately. The organization understands that failure to abide by all stipulations of this agreement may be grounds for ending the event, as well as potential disciplinary action. The organization must also have adequate amounts of non-salty food served throughout the function.

Please Attach (Only one set for each function): All PR marketing materials, third-party Vendor Contract, copy of Vendor's Liability Insurance, and copy of Vendor's Liquor License

President of Organizations Name: _____ Date: _____

President of Organizations Signature: _____ Date: _____

Advisor's Name: _____ Date: _____

Advisor's Signature: _____ Date: _____

Director of Student Engagement's Signature: _____ Date: _____

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Name of Event: _____ Date of Event: _____

Start Time: _____ End Time: _____ Location: _____

Organization Name: _____ Social Host: _____

____ The group or organization has conducted an approved alcohol education program for its entire membership.

____ The Social Host has attended an alcohol education consultation with the Office of Student Life prior to the function.

____ Only those of legal age (21 years or older) can possess, consume, or serve alcohol.

____ Alcohol is not to be sold in the organization or by a member at the social function, nor is there an admissions fee into the social function, unless the event includes the services of a third party vendor.

____ If Alcohol is brought to the social function, persons of 21 years of age or older may bring either one six-pack of twelve ounce beers, or one four pack of wine coolers, or one bottle(750mL) of wine.

____ The social function will not last past 1:00 a.m.

____ There are no kegs, punch bowls, or either community sources of alcohol.

____ If the event is outside, there will be temporary fencing set up and individuals consuming alcohol must stay in that area.

We agree to the above-listed terms:

Organization's Social Host: _____ Date: _____

President of Organization: _____ Date: _____

Advisor's Signature: _____ Date: _____

Approved:

Director of Student Engagement's Signature: _____ Date: _____

Policy for Hosting Registered Parties

Host organizations must follow the campus alcohol policy when sponsoring registered parties.

Event scheduling forms must be completed and signed by the Director of Student Engagement by Tuesday of the week of the party in order for a party to be held on the weekend.

Organizations must ensure that non-students not be granted entrance to a party without a Eureka College student signing as the "host" of that individual. The host must be recorded on the sign-in sheet.

Security will now be present at the entrance to verify if individuals are of legal age to consume alcohol and supply wrist bands identifying those of age to consume alcohol. Sponsoring organizations are responsible for securing and hiring Security Officers to staff their events. The Security Officer will be available to support the sponsoring organization in case of problems but will not visit or walk through the party area unless their services are needed.

If the Security Officer is called away due to other issues on campus, the host of the event will contact the RA on duty and entrance to the party will be suspended until the return of officer or the arrival of the on call Office of Student Life Staff Member.