

EVENT REGISTRATION AND USE FORM

ALCOHOLIC BEVERAGES: The provisions of the University policy on alcohol apply to the activities at any W&L facility reserved under this agreement and those conditions are hereby incorporated herein by reference and must be observed.

Website: go.wlu.edu/policies

- Type of Alcohol Service: (check one) NO UNIVERSITY/ STUDENT ORGANIZATION FUNDS MAY BE USED FOR ALCOHOL
- CASH BAR : May include Beer and/or Wine only
 - OPEN BAR: May include Beer and/or Wine only
- Alcohol must be served by a Virginia ABC licensed third party vendor
- W&L Dining Services has first right of refusal (you must ask them first). Dining Services will only provide a cash bar.
 - If Dining Services declines you may use:
 - any ABC licensed third-party vendor.
 - any third-party vendor (caterer) that secures an ABC one-day Special Events (Banquet) License for alcohol service on campus.
 - We will be using: Dining Services, or
 - Licensed third-party vendor (Print name & phone) _____
- Please attached catering/ABC license to this form.*
- Provide Food and Water (in individual containers, available throughout entire event)
- Two Student Officers in charge and not consuming alcohol during the event:
- Name: _____
 - Year: _____
 - Email: _____
 - Phone: _____
- Contact Dave Leonard for wristbands
- Virginia ABC Laws and University Policy must be followed by all users. The University Initiatives on Alcohol and Other Drugs will apply to any violations incurred at this event. The host organization will be held responsible for all activity.

ADDITIONAL TERMS AND CONDITIONS OF REGISTRATION AND AGREEMENT:

The applicant/organization shall be fully and solely responsible for any and all damages, injuries, costs (including reasonable attorneys' fees) that may arise as a result of the use of the W & L facility; and shall be fully responsible for clean up of the facility immediately after the event unless a prior clean up agreement with the Facilities Management Department has been arranged.

The applicant/organization shall comply fully with all applicable federal, state and local laws during any and all activities related to its use of the facility and the event.

BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE UNDERSTANDS THE TERMS OF THIS AGREEMENT AND SHALL BE BOUND THEREBY, AND IF SIGNING ON BEHALF OF AN ORGANIZATION, THAT THE UNDERSIGNED HAS FULL AUTHORITY FROM IT TO ENTER INTO THIS AGREEMENT.

Additionally, I have read and understand the Events Policy in the Student Handbook.

SIGNATURE: APPLICANT OR ORGANIZATION REPRESENTATIVE / TITLE

DATE:

Note: Original to be returned to Kelsey Goodwin (Commons 212) after signed

FOR INTERNAL USE ONLY

The Director of Public Safety will designate the appropriate number of officers based on the estimated number attending

NUMBER OF OFFICERS REQUIRED _____ OFFICERS' NAMES: _____

SIGNATURE OF DIRECTOR OF PUBLIC SAFETY (OR DEPUTY)

DIRECTOR OF AUXILIARY SERVICES SIGNATURE OF APPROVAL

DATE

PLEASE RETURN YOUR COMPLETED FORM TO WASHINGTON AND LEE'S CATERING SERVICES BY CLICKING