

## Wells College Alcohol Exemption Form

Alcohol may not be served at events hosted by recognized Wells College student groups, clubs, and organizations. However, on rare occasions, exemptions to this policy may be approved by the Dean of Students.

Event Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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

Beginning and End Time of Reservation/ Event \_\_\_\_\_ (Note that alcohol can never be served passed 1am)

Type of Event:  Meeting  Lecture  Dance  Performance  Presentation  Movie  Other: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Event will be open to (check all that apply):  Wells Students  Faculty /Staff  Invited Guests  The Public  Other: \_\_\_\_\_

Type and amount of alcoholic beverages to be available: \_\_\_\_\_

Type and amount of non-alcoholic beverages to be available: \_\_\_\_\_

Type and amount of food to be available: \_\_\_\_\_

What purpose will alcohol serve at this event?

\_\_\_\_\_

Wells Dining has been contracted for this event: \_\_\_\_\_ Is additional alcohol permit required: \_\_\_\_\_

*Signature: Hallmark*

Note that any alcohol served outside of Main Building or the Sommer Center requires a temporary permit and will be purchased at the expense of the hosting group. Three week notice is required for all temporary permits.

Security has approved this event: \_\_\_\_\_ Is a security officer required: \_\_\_\_\_

*Signature: Director of Campus Safety*

Please note that the presence of a security officer is \$25.00 an hour and the financial responsibility of the hosting group.

*I have read the New York State Laws and Wells College Alcohol Policy and by signing this form, I understand that the sponsoring group and myself are responsible for the actions of this event. If New York State Laws regarding serving underage students are violated, I understand I will be personally subject, both under New York State Criminal Statutes (I can be prosecuted in criminal court which may result in fines and imprisonment) and under New York State Civil Statutes (I can be sued for monetary damages by those injured). I will also be subject to serious college disciplinary action and the sponsoring organization will be suspended from hosting events for an amount of time deemed appropriate by the Dean of Students Office.*

*Hallmark must serve and provide all alcohol at the event. The responsibility for checking ID's will be primarily that of Hallmark. However, the sponsoring group will also assume responsibility for monitoring the event to ensure that underage drinking does not occur. I understand that the sponsoring group assumes all responsibility for damage to college property and for clean-up. If repairs or additional clean-up are necessary, the sponsoring group will be billed.*

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Final Approval: \_\_\_\_\_

*Signature: Director of Campus Life & Student Leadership*

Additional comments or stipulations: \_\_\_\_\_

**Turn this form into the Office of Student Activities and Leadership three weeks before the event.**  
**You will be notified whether the exemption has been approved.**