



## External Entities Social Function Procedures

External entities who wish to host an on-campus event where alcohol is present must seek prior approval from the Director of Conference Services at 740.376.4380.

To receive approval, the following guidelines must in place:

1. If guests are non-paying attendees to the function then no permit is required for the event. However, if money changes hands in the form of a fee for participation in the event or there is a cash bar, an F-2 Permit is required for the event from the Ohio Department of Commerce Division of Liquor Control.
2. Alcohol will be limited to beer and wine.
3. Guest must purchase alcohol and provide it to Chartwells to serve.
4. Alcohol must be served by Chartwells Food Service at a rate of \$15.00 per hour with a two (2) hour minimum.
5. Alternate non-alcoholic beverages must be available.
6. Appropriate high protein food must be served.
7. Underage guests, while they may be present, must not be served alcohol.
8. Use of bulk quantities of alcohol (kegs, beer balls) is prohibited.
9. During the last 30 minutes of the event the alcohol service must stop.